OXFAM AUSTRALIA CHILD SAFEGUARDING TOOLKIT

A PRACTICAL GUIDE TO SUPPORT THE IMPLEMENTATION OF THE OXFAM AUSTRALIA CHILD SAFEGUARDING POLICY

Australian Aid

OXFAM Australia

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Cover image: Children play in Ra province Fiji.
Photo: Alicja Grocz/Oxfam.

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ABOUT OXFAM

At Oxfam, we believe all lives are equal and no-one should live in poverty. We join forces with people who share this belief, to empower communities to build better lives for themselves. That's why we are there on the ground, not only to save lives in times of crisis, but also to develop lasting solutions. Our work spans wide because there are many causes of poverty. That's why we're also in front of decision-makers, governments and corporations, and speak out on the big issues.

INTRODUCTION

Welcome to the Oxfam Australia (OAU) Child Safeguarding Toolkit.

This Toolkit supports the implementation of the OAU Child Safeguarding Policy and provides the "how to" – practical guidance and tools to safeguard children across Oxfam's work.

WHO IS THE TOOLKIT FOR?

All OAU and Oxfam Australia Trading (OAT) in-Australia staff and teams, Oxfam Country Teams and partners.

WHAT DOES THE TOOLKIT CONTAIN?

- Information
- Procedures
- Guidance Steps
- Tools and Templates
- Checklists
- Top Tips
- Good Practice Examples
- Link to Resources (external and Oxfam)

WHAT THE TOOLKIT IS NOT

- A tool to support Oxfam staff and partners to mainstream or integrate child protection in programs and project activities
- A guide for Oxfam and partners to deal with, monitor or address broader child protection concerns or issues in the communities where they work (for example, family violence, commercial sexual exploitation, child labour, counselling, rehabilitation, etc.)
- A resource containing general or specific information on child protection or child rights, with the objective to raise awareness or improve knowledge of these topics
- A guide or a technical resource to support Oxfam staff and partners to develop or implement child-centred projects or activities

USING THIS TOOLKIT

- This is a reference document that readers can use as and when they need guidance on various aspects of Child Safeguarding
- The toolkit is an interactive document. It is divided into different sections based on the topics discussed; so readers can directly go to specific sections that are relevant to their work
- Use the table of contents to navigate to the section, sub section or resource tool that you need to refer to or use
- Contents tab on each page allows you to get back to the table of contents at any time
- The first two sections are recommended reading for all OAU staff members
- Your feedback will enable us to make ongoing improvements to this document. Send any comments you have on the toolkit to Uma Komalan (**umak@oxfam.org.au**), Policy and Standards Coordinator, Oxfam Australia.

ACRONYMS AND COMMON TERMS USED THROUGHOUT THE TOOLKIT

ACRONYMS USED:

OAU	Oxfam Australia
OAT	Oxfam Australia Trading
CS	Child Safeguarding
CP	Child Protection
DFAT	Department of Foreign Affairs and Trade, Australian Government
ACFID	Australian Council for International Development
CPiE	Child Protection in Emergencies
CSFP	Child Safeguarding Focal Point
CMC	Contract Management Coordinator (part of Programs Management Unit)
PfM	Portfolio Manager (part of Programs Management Unit)
EA	Oxfam Country Offices where OAU is the Executing Affiliate
PA	Oxfam Country Offices that are contractually engaged with OAU
EFSVL	Emergency Food Security and Vulnerable Livelihoods
PMU	Program Management Unit
HSU	Humanitarian Support Unit

COMMON TERMS USED:

PROGRAMS – used to cover the breadth of Oxfam Australia's program work including humanitarian, long term development, advocacy and campaign programs and projects.

PERSONNEL – staff (permanent or casual), volunteers, interns, individual contractors and consultants.

WORKING WITH CHILDREN – means being engaged in an activity with children where 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 any other unpaid work.

CONTACT WITH CHILDREN – means being engaged in an activity or in a position that involves or may involve contact (direct or indirect) with children, either under the position description or due to the nature of the work environment.

DIRECT CONTACT WITH CHILDREN – involves physical contact or face-to-face contact with children

INDIRECT CONTACT WITH CHILDREN – involves accessing and/or managing images and stories of children, remote oral communication, written communication or electronic (online) communication.

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SECTION 1: INTRODUCTION TO CHILD SAFEGUARDING

WHO IS THIS SECTION FOR?

EVERYONE

WHAT IS IN THIS SECTION:

1. Understanding Child Safeguarding and why it is important to Oxfam
2. Key elements of a child safe organisation
3. Child Protection and Child Safeguarding – what's the difference?
4. OAU Child Safeguarding Policy and Code of Conduct
5. Child Safeguarding considerations in other program areas

RESOURCE TOOLS:

RESOURCE TOOL 1: Working with Children & Contact with Children – tool to assess the level of contact with children

RESOURCE TOOL 2: One page information sheet explaining the OAU Child Safeguarding Policy & Code of Conduct for communities and staff/volunteers

Nasiriiti province, Fiji: Children affected by Cyclone Winston play with puppies Photo: Alicja Grocz/Oxfam.

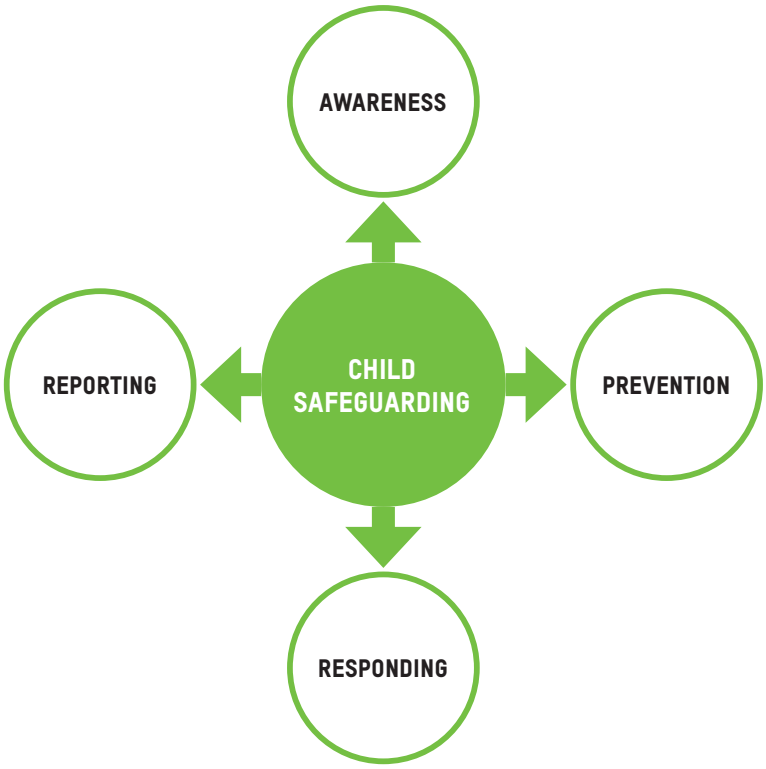
1. UNDERSTANDING CHILD SAFEGUARDING AND WHY IT IS IMPORTANT TO OXFAM

DEFINITION OF CHILD SAFEGUARDING:

The policies, procedures and practices employed to safeguard children who come into contact with Oxfam from all forms of abuse or exploitation and the responsibility of all personnel to embed these at the activity level to ensure Oxfam is a child safe organisation.

In other words, Child Safeguarding is the responsibility that organisations have to make sure their staff, operations and programs do no harm to children that come into contact with their work.

Child Safeguarding has four main parts that when put in place together create a child safe organisation:



Awareness – understanding by everyone involved in Oxfam programs and activities on how Oxfam Australia provides a framework for maintaining a child safe organisation and the role everyone plays in embedding this into everyday practice.

Prevention - child safeguarding is a preventative practice to reduce the opportunity of a child being harmed as a result of coming into contact with Oxfam programs or activities.

Reporting – Oxfam has a professional, well managed and confidential process for reporting any concerns for the safety or wellbeing of a child and that personnel have an obligation to report.

Responding – personnel have a clear understanding of safe interactions with children and how to identify conduct towards a child that may be unsafe, unacceptable or unprofessional in order to immediately respond to any child safeguarding concerns and reports.

Oxfam must therefore do everything it can within its control to safeguard children by creating **awareness and accountability,** putting in place **preventative** child safeguarding policies and procedures, supporting staff and partners to implement these and immediately **responding** to and **reporting** issues that pose a risk to the safety and/or wellbeing of a child.

WHY IS CS IMPRTANT TO OXFAM?

While Oxfam is not a 'child focused' NGO, children are members of the communities in which we work, and as such, are vulnerable to abuse and exploitation. All children coming into contact with Oxfam programs and activities have a right to be safe at all times.

Oxfam comes into contact with children through many of its programs, humanitarian responses, advocacy, campaign and public engagement activities and events. This can be either direct or indirect contact with children. Oxfam holds a duty of care and has the responsibility to adopt preventative and responsive child safeguarding systems because in one way or another, staff, volunteers and consultants may potentially come into contact with children in their day-to-day work and operations.

Any organisation working with communities in Australia or internationally has a duty of care to provide safe environments for children. Communities place trust in organisations to always act in the best interests of their children.

Sometimes children can be harmed as a result of unintended actions or misunderstandings by staff or volunteers. Personnel may not understand what is safe and professional conduct when interacting with children. In some cases, they can also behave in a certain way with a child that places the child and themselves in an unsafe situation despite good intentions.

Further, organisations such as Oxfam, can be targeted by child sex offenders wanting to use their position of trust and authority as an employee or volunteer to access children in order to harm them.

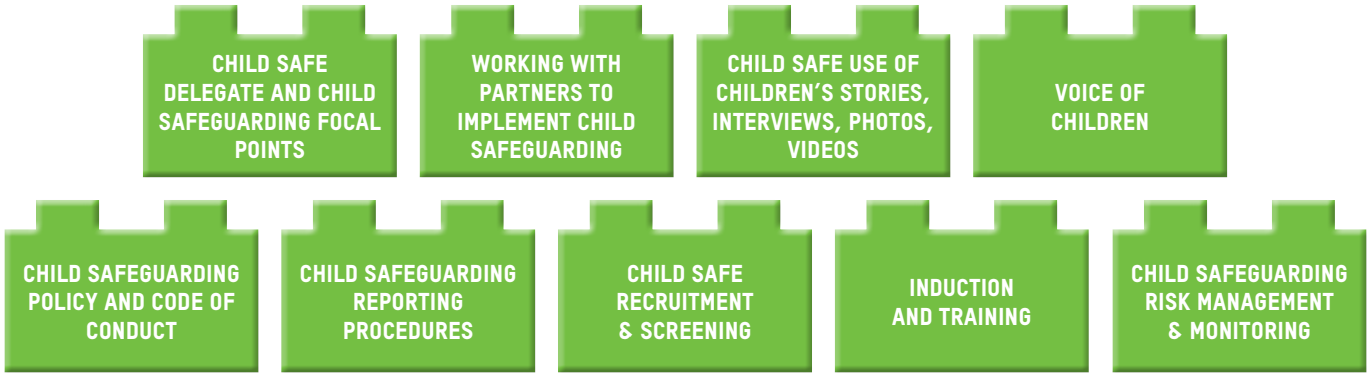
We know the majority of people engaged by organisations such as Oxfam always act in the best interest of a child. Organisations must however continue to assess and monitor the risk of a child being abused as a result of coming into contact with someone engaged by Oxfam, as well as protect personnel from misunderstandings, through the implementation of child safeguarding policy and measures.

If Oxfam does not have adequate child safeguarding measures in place, there is also a risk to the brand and reputation of Oxfam, in the event of a serious child safeguarding incident occurring and becoming public.

Collecting reliable data on issues related to child abuse and exploitation is difficult. Child abuse and exploitation is often hidden from the public eye and shrouded in secrecy. Much of it is never disclosed. As such, official data underestimates the true scale and extent of the problem. For instance, there is strong evidence that sexual exploitation and abuse by aid workers and peacekeepers is severely under-reported.

2. KEY ELEMENTS OF A CHILD SAFE ORGANISATION

In implementing the 4 parts of child safeguarding; awareness, prevention, responding and reporting, there are key building blocks that Oxfam has put in place to ensure it is a child safe organisation which will be discussed in detail in later sections of this toolkit.



3. CHILD PROTECTION AND CHILD SAFEGUARDING – WHAT'S THE DIFFERENCE?

It is important to distinguish between child safeguarding and child protection, as often these terms are used to cover both areas and this can be misleading.

Violence against children occurs in many settings, including the home, school, community and over the Internet. Similarly, a wide range of perpetrators commit violence against children, such as family members, intimate partners, teachers, neighbours, strangers and other children.

Child Safeguarding - what organisations do to keep children safe (internally facing).

Child Protection - The action taken by individuals, countries, governments, communities, families and civil society to protect children from all forms of abuse, neglect, exploitation and violence against children (externally facing).

Examples of Child Protection prevention and response actions:

- Child protection and criminal laws
- Provision of trained social workers, youth workers and counsellors for children and families
- National policies and programs on child trafficking and sexual exploitation, child labour, birth registration, child marriage or female genital mutilation and cutting
- Community based organisations/NGOs working with families and communities to strengthen their capacity to protect children from all forms of harm
- Adolescent sexual health programs and services

There is a move in the development sector towards using "Child Safeguarding" while referring to their internal policies as this more accurately reflects the organisational framework and responsibilities for safeguarding children within the context of the programs and operations of an organisation. That is the safeguards an organisation puts in place to keep children safe.

UNDERSTANDING CHILD ABUSE AND EXPLOITATION

Every child has the right to be safe from harm and abuse. Nevertheless, each year the lives and physical, mental and emotional well-being of millions of children around the world are threatened by maltreatment such as abuse, neglect, violence and exploitation.

An understanding of child abuse and exploitation is important in the International and Australian Development context due to the fact that Oxfam works with many vulnerable children and communities. Children living in circumstances such as poverty, emergency or disaster situations, displaced communities or populations affected by conflict have a higher risk of being abused or exploited.

Oxfam staff must understand the risks to the safety and wellbeing of children to implement effective development programming in communities as well as ensuring we "do no harm" to children who come into contact with Oxfam programs and activities. Prevention and response are both important in child safeguarding. However, prevention is a primary focus given the profound and long-term physical and emotional effects that abuse may have on a person, often affecting his/her life into adulthood.

STATISTICS ON CHILD ABUSE AND EXPLOITATION:

> *Over the last decade, recognition of the pervasive nature and impact of violence against children has grown. Still, the phenomenon remains largely undocumented and underreported. This can be attributed to a variety of reasons, including the fact that some forms of violence against children are socially accepted or not perceived as being abusive. Many victims are too young or too vulnerable to disclose their experience or to protect themselves. And all too often when victims speak up, the legal system fails to respond and child protection services are unavailable. One of the problems in any attempt to document violence against children is what it leaves out: the presumably large numbers of children unable or unwilling to report their experiences.* UNICEF 2016

Child abuse and exploitation thrives in environments of secrecy and where there is a power imbalance between children and adults. Children rarely speak up about abuse and many feel they will not be believed even if they did.

No organisation, culture or country is immune to intentional child abuse and exploitation. Some studies from around the world show:

- Out of the approximately 2.2 billion children in the world, between 500 million and 1.5 billion experience violence annually[1]
- 3 in 4 children worldwide experience violent discipline at home[2]
- More than 20% of victims of trafficking, both within countries and across borders, are children. In parts of West Africa, the Mekong region, and some countries in Central and South America, children are instead the majority of persons being trafficked[3]
- 14% of girls and 7% of boys under 18 years old have experienced sexual violence, in institutional care[4]
- 1 in 6 children in developing countries are engaged in child labour[5]
- In 85% of sexual abuse situations, children and teens are sexually abused by someone they know and trust[6]
- 1 in 3 girls and 1 in 5 boys are sexually abused by the time they reach age 18[7]

Sexual exploitation and abuse by aid workers and peacekeepers is also a real and concerning phenomenon as well as those travelling to disaster affected areas:

- After the 2004 Boxing Day tsunami, over 60 convicted child sex offenders left Queensland, and over 50 left New Zealand, to visit the affected areas
- In Liberia in 2006, Save the Children reported high levels of abuse of girls by humanitarian agencies, some as young as eight[8]
- A 2008 study by Save the Children in Côte D'Ivoire, Sudan and Haiti, revealed that 23 humanitarian, peacekeeping and security organisations were associated with cases of child abuse (these include civil humanitarian agencies, such as those delivering food and nutritional assistance; care, education and health services; reconstruction, shelter, training and livelihood support, as well as military actors providing peace and security services)[9]

USEFUL LINKS:

- Australian child abuse and neglect statistics: *https://aifs.gov.au/cfca/publications/child-abuse-and-neglect-statistics*
- Who abuses children resource sheet (Australia): *https://aifs.gov.au/cfca/publications/who-abuses-children*

1 UNICEF (2009), "Progress for Children: A Report Card on Child Protection", New York, p. 7.
2 UNICEF (2011), "Child Protection from Violence, Exploitation and Abuse, A Statistical Snapshot", Statistics and Monitoring Section, Division of Policy and Practice.
3 United Nations Office on Drugs and Crime - UNODC (2009), "Global Report on Trafficking in Persons", New York, pp. 11, 49–50.
4 Special Representative of the Secretary-General (2006), "UN World Report on Violence Against Children", p. 186.
5 UNICEF (2011), "Child Protection from Violence, Exploitation and Abuse: A Statistical Snapshot", Statistics and Monitoring Section, Division of Policy and Practice.
6 The Advocacy Centre, "The Facts about Youth Sexual Abuse", accessed in October 2015, http://www.theadvocacycenter.org/adv_abuse.html
7 Ibid.
8 Ibid.
9 Ibid.

The OAU Child Safeguarding Policy provides the following definitions for all forms of child abuse and exploitation:

FORM OF ABUSE OR EXPLOITATION	DEFINTION
CHILD ABUSE	Child abuse involves the abuse of children's rights and includes all forms of violence against children: physical, emotional and sexual abuse, neglect, family violence, sexual exploitation, abduction and trafficking for sexual purposes, involvement of a child in online child sexual exploitation and child labour as defined below
PHYSICAL ABUSE	When a person purposefully injures, or threatens to injure, a child. Physically abusive behaviour includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning
NEGLECT	The persistent failure, where there are means, or the deliberate denial to provide the child with clean water, food, shelter, sanitation or supervision or care to the extent that thechild's health and development is placed at risk
EMOTIONAL ABUSE	A persistent attack on a child's self-esteem. Examples include, but are not limited to name calling, threatening, ridiculing, shaming, intimidating or isolating the child
SEXUAL ABUSE	When a child is used by another child, adolescent or adult for his or her own sexual stimulation or gratification. Sexual abuse involves contact and non-contact activities which encompasses all forms of sexual activity involving children, including exposing a child to online child sexual exploitation material, or taking sexually exploitative images of children
FAMILY VIOLENCE	Includes verbal, physical, sexual or emotional violence within the household or family, which the child witnesses, usually on a regular basis
COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN	Comprises sexual abuse by the adult and remuneration in cash or kind to the child or a third person or persons. The child is targeted as a sexual object and as a commercial object. The Commercial Sexual Exploitation of Children constitutes a form of coercion and violence against children and amounts to forced labour and a contemporary form of slavery
ONLINE CHILD SEXUAL EXPLOITATION	Includes all acts of a sexually exploitative nature carried out against a child that have, at some stage, connection to the online environment. It includes any use of ICT that results in sexual exploitation or causes a child to be sexually exploited or results in or causes images or other material documenting such sexual exploitation to be produced, bought, sold, possessed, distributed or transmitted
GROOMING	Generally, refers to behaviour that makes it easier for an offender to procure a child for sexual activity. For example, an offender may build a relationship of trust with the child, and then seek to sexualise that relationship (for example favouring a particular child, isolating a child, excessive attention or gifts, using sexualised language or physical contact, or exposing the child to sexual concepts through online sexual exploitation material)
ONLINE-FACILITATED CHILD SEXUAL ABUSE	The act of sending an electronic message to a recipient who the sender believes to be under 18 years of age, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender; or of sending an electronic message with indecent content to a recipient who the sender believes to be under 18 years of age
CHILD LABOUR	Often defined as work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It refers to work that is mentally, physically, socially or morally dangerous and harmful to children and interferes with their schooling and recreation. In its most extreme forms, child labour involves children being enslaved, separated from their families, exposed to serious hazards and illnesses. (See OAU Child Labour Guidelines)
CHILD TRAFFICKING	Relates to any role in the recruitment, transportation or receipt of children for the purpose of exploitation, by means of threat, force or other forms of coercion. This includes abuse of power.
MILITARY USE OF CHILDREN	Where children are engaged in or exposed to military activity, including as soldiers or human shields

USEFUL LINK:

- Terminology Guidelines for the Protection of Children from Sexual Exploitation and Sexual Abuse – Interagency Working Group Luxembourg, Jan 2016. The Terminology Guidelines is an initiative by 18 international partners to harmonise terms and definitions related to child protection. *http://luxembourgguidelines.org*

ARE SOME CHILDREN MORE VULNERABLE TO ABUSE THAN OTHERS?

Certain factors and conditions make some children more vulnerable to abuse than others. These may include:

- Age (younger children are usually at greater risk or certain types of abuse)
- Gender inequality (for example, differential treatment and power imbalances between boys and girls)
- Socio-economic status (poverty, lack of opportunities, limited access to education)
- Race or ethnic origin (children of certain minority groups might be at heightened risk)
- Disability (children with disabilities might suffer discrimination, stigma, differential treatment and may be more vulnerable to abuse, including of sexual nature)
- Being orphaned or unaccompanied (i.e. being in a location or moving without family members or relatives)
- Living in institutions
- Woking and living on the streets
- Children 'on the move' (i.e. migrating or fleeing their location of origin)

Many children experience more than one of the factors above, further increasing their level of vulnerability. In addition, natural disasters, armed conflict, and displacement may expose children to additional risks making them more vulnerable to abuse and exploitation.

IMPACTS OF ABUSE AND EXPLOITATION ON CHILDREN

Child abuse and exploitation traumatises children and adversely affects their development and wellbeing. At its core, child abuse and exploitation undermines a child's right to grow up safely.

Research clearly indicates that children who have been abused or neglected often have poorer outcomes on many indicators of health and wellbeing, including social, emotional, physical and psychological functioning. This can include:

- Permanent physical damage
- Developmental trauma
- Anxiety
- Depression
- Developmental delays
- Low academic achievement
- Self-harming and suicidal behaviour
- Aggression and acting out behaviour
- Difficulties making and maintaining positive relationships

These consequences can last a lifetime and the impact on boys and girls can sometimes be different.

Research from around the world has found evidence to support a connection between child abuse and a range of social problems. There is a strong link between experiences of childhood abuse and higher rates of problems in later life such as depression, anxiety and post-traumatic stress, homelessness, relationship breakdown, family violence, criminal behaviour, substance abuse and unemployment.

The long-term impact of child abuse not only affects the individual, it affects the whole community.

For more of an understanding of the effects and impacts of child abuse and neglect for children and adolescents see:

USEFUL LINK:

- *https://aifs.gov.au/cfca/publications/effects-child-abuse-and-neglect-children-and-adolescents*

INTERNATIONAL FRAMEWORK FOR THE PROTECTION OF CHILDREN

In order to achieve good health and social and emotional wellbeing, children need supportive and nurturing environments. In recognition of the need to protect children from abuse and exploitation, over the years the international community has adopted the following international guidelines and protocols.

INTERNATIONAL CONVENTIONS AND PROTOCOLS RELEVANT TO CHILD PROTECTION	
1979	Convention on the Elimination of All Forms of Discrimination against Women (United Nations
1989	Convention on the Rights of the Child (United Nations)
1990	Hague Convention on Civil Aspects of International Child Abduction (United Nations)
1990	African Charter on the Rights and Welfare of the Child (African Union)
1993	Hague Convention on Protection of Children and Co-Operation in Respect of Inter-Country Adoption (United Nations)
1999	ILO Convention on the Worst Forms of Child Labor (United Nations)
2000	Optional Protocol to the Convention on the Rights of the Child on the Sale of Children, Child Prostitution, and Child Pornography (United Nations)
2000	Optional Protocol to the Convention on the Rights of the Child on the Involvement of Children in Armed Conflict (United Nations)
2000	Protocol to Prevent, Suppress, and Punish Trafficking in Persons, Especially Women and Children (United Nations)
2007	Convention on the Rights of Persons with Disabilities (United Nations)
2008	Resolution 1820 on sexual violence against civilians in conflict (United Nations)
2009	Guidelines for the Alternative Care of Children (United Nations)

However, the most comprehensive human rights treaty and legal instrument for the promotion and protection of children's rights is the 1989 **UN Convention on the Rights of the Child (CRC).**

In terms of protection, the CRC outlines the right of every child to be protected from economic exploitation and harmful work, from all forms of sexual exploitation and abuse, and from physical or mental violence, as well as ensuring that children will not be separated from their family against their will.

SOME FACTS ON THE CRC:

- It was developed because it was generally felt that the UN *Universal Declaration of Human Rights* adopted in 1948 and applying equally to all human beings, children and adults alike, did not define the rights of children with enough precision
- It applies to all children at all times in all situations
- It is by far the most embraced international convention, having been ratified by every country in the world (except the United States)
- The CRC provides the moral and legal basis for governments and civil society to protect every human being younger than 18. It states: "the child, by reason of his physical and mental immaturity, needs special safeguards and care, including appropriate legal protection, before and after birth"
- It comprises 54 articles and is guided by four basic principles: *1) The best interest of the child: 2) Non-discrimination; 3) The right to life, survival and development 4) Participation and protection*
- There are two Optional Protocols to the CRC, one on the "Sale of Children, Child Prostitution and Child Pornography" which focuses on the criminalization of child exploitation for sexual purposes, and the other on the "Involvement of Children in Armed Conflict"

According to the CRC, every child has the right to protection from the following:

THREATS	CRC ARTICLE NUMBER
FAMILY SEPARATION	9, 10
ILLICIT TRANSFERS AND ILLEGAL ADOPTION	11, 21
BREACH OF PRIVACY, REPUTATION AND HONOUR	16
VIOLENCE, ABUSE, NEGLECT AND EXPLOITATION	19
PROTECTION IS REFUGEE AND ARMED CONFLICT CONTEXTS	22, 38, 39
DISCRIMINATION OF DISABLED CHILDREN	23
HARMFUL PRACTICES	24
CHILD LABOUR AND ECONOMIC	32
SEXUAL ABUSE AND EXPLOITATION	34
TRAFFICKING AND ABDUCTION	35
ALL FORMS OF EXPLOITATION	36
JUVENILE JUSTICE AND PROTECTION FROM TORTURE OR OTHER INHUMANE PUNISHMENT	37
CHILDREN IN CONFLICT WITH THE LAW	40

USEFUL LINK:

- UNICEF has produced a child friendly version of the CRC which is great to introduce and discuss child rights with children and young people. *https://www.unicef.org/rightsite/files/uncrcchilldfriendlylanguage.pdf*

4. OAU CHILD SAFEGUARDING POLICY AND CODE OF CONDUCT

The Child Safeguarding Policy and Code of Conduct provide the framework for child safeguarding at Oxfam Australia including all Oxfam Australia funded programs and activities. They can be located at **https://oxfam.box.com/v/ChildSafePol** and **https://oxfam.box.com/v/CSCodeofConduct**

WHAT DOES THE POLICY CONTAIN?

The Policy defines the guiding principles and approach and the OAU minimum Child Safeguarding standards to be met in different aspects of work to ensure Oxfam Australia is a child safe organisation.

WHAT DOES THE CODE OF CONDUCT CONTAIN?

The OAU Child Safeguarding Code of Conduct outlines, safe, acceptable and professional behaviour in relation to children.

This Code of Conduct builds on the Key Principles of the Policy by providing clear boundaries for the behaviour of all OAU personnel, when interacting with children. This applies to all OAU personnel at all times and serves as a guide to make decisions in the best interests of children in their professional and private lives.

The Code of Conduct relies first and foremost on individuals engaged by OAU to use judgment and common sense and to avoid actions or behaviours that could be construed as child abuse or exploitation.

DEFINITION OF A CHILD

The Policy and Code define a child as:

Any person under the age of eighteen (18) years as defined by the Convention on the Rights of the Child (CRC).

It is recognised that across countries and cultures the definition of a child, or childhood can differ. This is an important issue to discuss in training sessions and amongst teams to help contextualise the implementation of the Policy and Code of Conduct.

To make sure OAU is consistent with international conventions and standards the CS Policy and Code of Conduct use the definition of a child from the CRC. This is because this definition provides the universally accepted framework for the protection of children everywhere.

This definition also provides clear guidance to all personnel that, regardless of the laws of a particular country, when engaged by Oxfam there is an expectation they will act in accordance with the standards outlined in the Code of Conduct: to uphold the rights of the child and provide the protection needed for all children under the age of 18 years.

In many countries youth is defined as up to 25 years. It is appropriate that personnel working with or in contact with youth apply the same standards of the Code of Conduct as they would to those under 18 years. This is because personnel continue to be in a position of trust and authority and there is the risk this position could be used to abuse or exploit a young person.

CODE OF CONDUCT TOP 5

1. The Code is a supportive document for personnel. The Code provides guidance to individuals on behaviours and actions that are in the best interests of children and those that are unsafe, abusive or exploitative
2. By providing clear boundaries, the Code helps individuals avoid misunderstandings or situations where their behaviour or actions may be misinterpreted
3. The Code can be sent to applicants before an interview to send a message Oxfam is a child safe organisation and deter anyone applying who intends to use their position to abuse a child
4. The boundaries in the Code help personnel identify when an individual's behaviour may be a risk to the safety or wellbeing of a child
5. The Code can be translated and posted in offices and community locations to make everyone aware of the high standards of behaviour towards children they should expect from anyone engaged by Oxfam

RESOURCE TOOL 1:

Working with Children & Contact with Children – tool to assess the level of contact with children

RESOURCE TOOL 2:

One page information sheet explaining the OAU Child Safeguarding Policy & Code fof Conduct or communities and staff/volunteers

5. CHILD SAFEGUARDING CONSIDERATIONS IN OTHER PROGRAM AREAS

DISABILITY

Children with disabilities are at particular risk of abuse and exploitation due to increased vulnerability. Programs or activities working with or in contact with children with disabilities must take this factor into account in program design and planning and when conducting risk assessments. See the following resources on keeping children with a disability safe.

In 2011, The World Health Organisation commissioned a systematic review and meta-analysis on violence against children with a disability. The review found that children with a disability are at significantly greater risk of violence than children without disability. Children with a disability as a group, were found to have nearly 4 times higher risk of violence than non-disabled peers. In terms of specific violence, children with a disability were:

- At more than 3 times higher risk of physical violence;
- At nearly 3 times higher risk for sexual violence; and
- Over 4 times higher risk for emotional abuse and neglect.

USEFUL LINKS:

- Understanding safeguarding practices for children with disability when engaging with organisations, Wayland and Hindmarsh, Oct 2017. *https://aifs.gov.au/cfca/publications/understanding-safeguarding-practices-children-disability-when-engaging*

A key message from this report states – Safeguarding strategies include provision of protective behaviours information and education for children with disability, recognising the importance of listening to children's voices, and embracing a community of practice approach.

- Commission for Children and Young People, Child Safe Organisations Tip Sheet – Safety of Children with a disability. *http://ucavictas.org.au/keepingchildrensafe/wp-content/uploads/2017/06/CSS3-Safety-of-children-with-disabilities-CYYP-June-2017.pdf*
- Disability and child sexual abuse in institutional contexts, Professor Gwynnyth Llewellyn, Dr Sarah Wayland and Ms Gabrielle Hindmarsh, November 2016. *http://childabuseroyalcommission.gov.au/policy-and-research/our-research/published-research/disability-and-child-sexual-abuse-in-institutional*

CHILD LABOUR, OXFAM AUSTRALIA TRADING AND LIVELIHOOD PROGRAMS

In these areas risks to the safety or wellbeing of children and young people needs to be considered as part of program design as well as looking at opportunities to strengthen the protective systems around them. This can be done by including child safeguarding strategies and measures. In this way activities and programming maximise positive impacts for children and ensures Oxfam do no harm.

In Oxfam Australia Trading (OAT) activities, the risks to the safety and wellbeing of children is a primary consideration. Children may be engaged in harmful work at all levels of the supply chain.

OAU Child Labour Guidelines and the OAU Supplier Code of Conduct have been developed to prevent child labour in the production of OAT products **https://shop.oxfam.org.au/media/wysiwyg/footer-content/OAT_Child_Labour_Guidelines.pdf** and **https://www.oxfam.org.au/wp-content/uploads/2017/06/Supplier-Code-of-Conduct-Oxfam-Australia-June2017-1.pdf**

In Oxfam livelihood and EFSVL programs there is a need to consider the risks to children. Further, where young parents or youth may be involved directly in these social protection programs, child safeguarding considered at program design stage will help to keep young people safe. (**See Section 8** for conducting a child safeguarding risk assessment at program design stage)

See – Children's Rights and Business Principles developed by UNICEF, the UN Global Compact and Save the Children. The Principles are the first comprehensive set of principles to guide companies on the full range of actions they can take in the workplace, marketplace and community to respect and support children's rights.

USEFUL LINK:

- Children's Rights and Business Principles. *http://childrenandbusiness.org*

VIOLENCE AGAINST WOMEN

Globally, on average, at least one in three women is beaten, coerced into sex or otherwise abused by an intimate partner during her lifetime. Among women aged 15–44 years, violence against women accounts for more death and disability than cancer, malaria, traffic injuries and war put together. Children and young people (aged 15-25 years) may also be the victims of Violence Against Women, as: a witness to the violence against their mother; a victim of violence and intimidation; and/or experiencing their mother's reduced capacity to parent because of violence.

A distinct link exists between Violence Against Women and profound negative impacts on children. This includes impacts on children's: health; physical, psychological, emotional and social wellbeing; development (brain, physical growth and social development); behaviour; and academic performance. Witnessing and experiencing violence as a child can have long-term effects such as depression, anti-social and violent behaviour, and conflict with the law. (DFAT Guidance Note)

For gender based programming this factor should be included in program design and planning and when conducting risk assessments to provide safe environments for children and young women.

USEFUL LINKS:

- DFAT Guidance Note Violence Against Women. *http://dfat.gov.au/international-relations/themes/child-protection/Documents/Violence%20Against%20Women.pdf*
- Harmful Connections: Examining the Relationship between violence against women and violence against children in the South Pacific. *https://www.unicef.org/pacificislands/Harmful_Connections(1).pdf*

WOMEN'S ECONOMIC EMPOWERMENT (WEE) PROGRAMS

While economic empowerment of women is crucial to gender equity and improvement in the lives of women and children, child safeguarding concerns may arise. These concerns differ for each of the groups of women targeted in WEE programs.

Young women participating in vocational training or accessing the labour force can be more vulnerable to sexual harassment and abuse. Women who are mothers face barriers such as the availability of support services like quality child caring. Unborn children may have their health and development compromised due to harmful workplace environments and conditions.

When designing WEE programs, program teams need to consider and address the protection and wellbeing needs of the children whose mothers are participating in the program, as well as that of participating young women. Teams need to analyse the existing child safeguarding factors and risks to make sure that programming is effective and sustainable and does not contribute to children being harmed. These risks need to be monitored throughout the project cycle. (DFAT Guidance Note)

USEFUL LINK:

- DFAT Guidance Note Women's Economic Empowerment Programs. *http://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx*

SECTION 2: MEETING DONOR AND LEGAL REQUIREMENTS

WHO IS THIS SECTION FOR?

EVERYONE

WHAT IS IN THIS SECTION:

1. Donor Requirements
2. ACFID Code of Conduct
3. Legal Requirements

RESOURCE TOOLS:

RESOURCE TOOL 3: Template for Country Teams to map local laws and national frameworks/policies

Ra Province, Fiji: Sailisia uses a hygiene kit provided by Oxfam. Photo: Alicja Grocz/Oxfam.

1. DONOR REQUIREMENTS

USEFUL LINK:

- *http://dfat.gov.au/international-relations/themes/child-protection/Pages/child-protection.aspx*

DFAT released its new Child Protection Policy (CPP) in January 2017. The DFAT Policy provides a risk-based approach to the management of child protection (child safeguarding) in DFAT funded activities.

DFAT recognises that it is the shared responsibility of all adults to prevent child exploitation and abuse. The DFAT CPP also articulates a zero tolerance to child abuse and exploitation.

All DFAT funded organisations are expected to act in accordance with the policy principles and minimum child protection standards outlined in the Policy.

OXFAM AUSTRALIA:

As a DFAT funded organisation and to maintain our accreditation status with DFAT, Oxfam Australia must comply with and build on each of the 9 minimum standards which are provided in Attachment A of the DFAT Policy.

The OAU Child Safeguarding Policy and Code of Conduct, and the procedures included in this Toolkit comply with the DFAT minimum standards.

The OAU Child Safeguarding Minimum Standards build on the DFAT standards and include best practice in child safe organisational practice.

PARTNERS:

The requirement to develop and implement a child safe approach also applies to all downstream partners and subcontractors who are engaged by Oxfam Australia to perform any part of a DFAT funded activity when working with or contact with children is identified.

Oxfam Australia must ensure the downstream partner (local implementing partner or another Oxfam Country Office) or subcontractor complies with the minimum child protection standards.

For more information on the DFAT CP Policy and compliance with the minimum standards contact **childprotection@dfat.gov.au** or call +61 2 6178 5100.

OTHER DONORS

Oxfam receives funding from other multi lateral and bi lateral donors and funding institutions (eg. DFID,European Commission, ADB, World Bank). Many government and bilateral donors are working towards compliance standards in child safeguarding. Oxfam submissions for funding should refer to the OAU CS Minimum Standards to assure donors of best practice in child safeguarding and to promote this important aspect of Oxfam's work.

USEFUL LINKS:

- DFID. *https://devtracker.dfid.gov.uk/projects/GB-1-203885/*
- IASC. *https://interagencystandingcommittee.org/accountability-affected-populations-including-protection-sexual-exploitation-and-abuse/content-1*

2. ACFID CODE OF CONDUCT

USEFUL LINK:

- *https://acfid.asn.au/code-of-conduct*

Oxfam Australia is an ACFID member and as such is required to meet the Principles and Compliance Indicators set down by the ACFID Code of Conduct.

The ACFID Code of Conduct (the Code) is a voluntary, self-regulatory industry code of good practice. The aim of the Code is to improve the outcomes of international development and increase stakeholder trust by enhancing the transparency and accountability of signatory organisations.

The Code is underpinned by a set of values which inform the behaviours of all members all of the time. The values are translated into high-level Quality Principles that are then translated into specific Commitments and associated Compliance Indicators. The most relevant sections to child safeguarding are listed below:

QUALITY PRINCIPLE 1 – RIGHTS, PROTECTION & INCLUSION

1.4 We advance the safeguarding of children

QUALITY ASSURANCE FRAMEWORK – COMPLIANCE INDICATORS

1.4.1 Members demonstrate their organisational commitment to the safeguarding of children

1.4.2 Members have a code of conduct that advances child safeguarding behaviours and applies to all personnel, partners and project visitors

1.4.3 Members have a documented child safeguarding incident reporting procedure and complaints handling procedure that aligns with principles of privacy and promotes safety and dignity

Good Practice Indicators (Members to demonstrate progressive compliance)

- Members have a child safeguarding focal person who is responsible for coordinating the implementation of child safeguarding systems
- Members provide introductory, refresher and role-specific training as relevant for their governing body, staff, volunteers, project visitors and partners to become familiar with and raise awareness of child safeguarding
- Members periodically report to their governing body on the implementation and compliance with their Child Safeguarding Policy
- Members adapt child safeguarding policies and practices to local contexts in collaboration with local stakeholders
- Members promote their commitment to child safeguarding to the public and external stakeholders

QUALITY PRINCIPLE 6: COMMUNICATION. DEVELOPMENT AND HUMANITARIAN ORGANISATIONS COMMUNICATE TRUTHFULLY AND ETHICALLY

6.2 We collect and use information ethically

6.2.1 Members' Communications are accurate, respectful and protect privacy and dignity

6.2.2 Members have organisation requirements for the collection of information, stories and images

- To demonstrate compliance Members will have a policy, statement or guidance document that commits the organisation to use images and messages in communications in a way that portrays the affected people (including children) in a manner that respects their dignity, values, history, religion, language and culture; is consistent with ACFID's Fundraising Charter (8.1.2)

QUALITY PRINCIPLE 8. RESOURCE MANAGEMENT

8.1 We source our resources ethically

8.1.2 Members report their compliance with the ACFID Fundraising Charter annually to their own governing body

The ACFID Fundraising Charter - Images and messaging used for fundraising will not:

- Be used without the free, prior and informed consent of the person/s portrayed, including children, their parents or guardian
- Infringe child protection policies and in particular show children in a naked and/or sexualised manner

3. LEGAL REQUIREMENTS

AUSTRALIAN CHILD PROTECTION LAWS

The child protection and criminal laws vary between each State and Territory. For a full list and description of the relevant legislation across Australia go to the links below.

VICTORIAN CRIMINAL OFFENCES TO IMPROVE RESPONSES TO CHILD SEXUAL ABUSE

In Victoria, a criminal offence will be committed where there is a substantial risk that a child under the age of 16 is under the care, supervision or authority of a relevant organisation will become a victim of a sexual offence committed by an adult associated with that organisation.

A person in a position of authority in the organisation will commit the offence if they know of the risk of abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so. Negligently failing to reduce or remove a risk is defined as involving "a great falling short of the standard of care that a reasonable person would exercise in the circumstances". Section 49C of the *Crimes Act* 1958 (Victoria)

http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/new-criminal-offences-to-improve-responses-to-child-sexual-abuse

COMMONWEALTH CRIMINAL LAWS – CHILD SEXUAL EXPLOITATION

Australia has in place an extensive framework to prevent, investigate and prosecute all forms of child sexual exploitation. This includes offences that occur online within Australia and those committed by Australians overseas.

For details see:

https://www.ag.gov.au/CrimeAndCorruption/CrimePrevention/Pages/Child-sexual-exploitation.aspx

Fact Sheet: https://www.ag.gov.au/CrimeAndCorruption/CrimePrevention/Documents/FactsheetChildSexualExploitationLaws.pdf

AUSTRALIAN CHILD PROTECTION LAWS

The child protection and criminal laws vary between each State and Territory. For a full list and description of the relevant legislation across Australia go to the link below.

https://aifs.gov.au/cfca/publications/australian-child-protection-legislation

NATIONAL FRAMEWORK FOR PROTECTING AUSTRALIA'S CHILDREN 2009–2020

https://www.dss.gov.au/our-responsibilities/families-and-children/publications-articles/protecting-children-is-everyones-business

SOUTH AUSTRALIA CRIMINAL OFFENCES

A criminal offence will be committed where a person has a duty of care to protect a child from serious harm ad the person fails to take steps that he or she could reasonably have been expected to have taken in the circumstances to protect the victim from harm and the person's failure to do so was, in the circumstances, so serious that a criminal penalty is warranted. Section 14 of the *Criminal Law Consolidation Act* 1935 (South Australia)

CHILD PROTECTION TOOLKIT - MOORES

The toolkit provides an overview on laws and obligations in every State and Territory.

http://www.moores.com.au/blog/?p=820

For Country Teams wanting to map local laws and national frameworks/policies relating to child protection and child safeguarding see:

RESOURCE TOOL 3:

Template for Country Teams to map local laws and national frameworks/policies

SECTION 3: CHILD SAFEGUARDING RECRUITMENT AND SCREENING

WHO IS THIS SECTION FOR?

TEAMS

OXFAM AUSTRALIA PEOPLE & CULTURE TEAM, COUNTRY TEAMS (HR & CSFPS), ALL OAU IN-AUSTRALIA TEAMS (DOMESTIC & INTERNATIONAL), FINANCE & RISK

WHAT IS IN THIS SECTION:

1. OAU Child Safeguarding Minimum Standards & Evidence for Recruitment and Screening
2. Why Child Safeguarding Recruitment and Screening is important
3. Child Safeguarding Recruitment & Screening Procedures – Guides for the Australia and Country Offices
4. Child Safeguarding Interview and Reference Check Questions
5. Working with Children Checks (WWCC) across Australia

RESOURCE TOOLS:

RESOURCE TOOL 4: Statutory Declaration (Australia)
RESOURCE TOOL 5: Child Safeguarding Interview Questions – including compulsory CS interview question
RESOURCE TOOL 6: Sample Questions to ask during Reference Checks with previous supervisors of applicants

Zimbabwe: School children wash their hands after lunch with water provided by a nearby borehole that Oxfam installed. Photo: Abbie Trayler-Smith/OxfamAUS.

1. OAU CHILD SAFEGUARDING MINIMUM STANDARDS & EVIDENCE FOR RECRUITMENT AND SCREENING

MINIMUM STANDARDS	WHAT EVIDENCE IS REQUIRED TO DEMONSTRATE THAT THIS STANDARD IS MET?
For all recruitments, identify those positions that involve contact with children and working with children. (**See Resource Tool 1**) For recruitments for all OAU in- Australia staff including contact with children positions • Obtain a domestic and/or international police/criminal record check prior to engagement • Compulsory Child Safeguarding Interview Question asked for all applicants • Child Safeguarding question(s) in verbal referee checks *Where possible all national staff to obtain a criminal record/police check and in absence of this provide a statutory declaration or local legal equivalent **For all personnel working with children –** NB: personnel includes paid staff, volunteers, consultants, interns, individual contractors • Additional screening measures such as interview plans that incorporate behavioural-based (child safeguarding) interview questions that are specific to positions that involve working with children • For Australian personnel, the relevant State/Territory Working with Children Check (WWCC) is required • For other personnel, a WWCC is required from their country of residence if available	• Documented police check or statutory declaration before engagement • Checks must be conducted for each country in which the individual has lived for 12 months or longer over the last 5 years, and for the individual's countries of citizenship (see note on statutory declarations below*) • Documented verbal referee checks • Documented request for an applicant to disclose whether they have been charged with child exploitation offences, and their response • Documented review checks when personnel have a change in circumstances • Interview plans incorporating compulsory CS Interview Question • Interview plans incorporating behavioural-based interview questions that are specific to positions that involve working with children • Documented copy of Working with Children Check
For recruitments for all OAU in- Australia consultants in contact with or working with children positions • Obtain a domestic and/or international criminal record check prior to engagement • Compulsory Child Safeguarding Interview Question asked for all applicants • Child Safeguarding question(s) in verbal referee checks **For all consultants working with children –** • Additional screening measures such as interview plans that incorporate behavioural-based (child safeguarding) interview questions that are specific to positions that involve working with children • For Australian consultants, the relevant State/Territory Working with Children Check (WWCC) is required • For other consultants, a WWCC is required from their country of residence if available	• Documented police check or statutory declaration before engagement • Checks must be conducted for each country in which the individual has lived for 12 months or longer over the last 5 years, and for the individual's countries of citizenship (see note on statutory declarations below*) • Documented verbal referee checks • Documented request for an applicant to disclose whether they have been charged with child exploitation offences, and their response • Documented review checks when personnel have a change in circumstances • Interview plans incorporating compulsory CS Interview Question • Interview plans incorporating behavioural-based interview questions that are specific to positions that involve working with children • Documented copy of Working with Children Check

MINIMUM STANDARDS	WHAT EVIDENCE IS REQUIRED TO DEMONSTRATE THAT THIS STANDARD IS MET?
Oxfam Country Offices where OAU is the Executing Affiliate and other Country Teams that are contractually engaged with OAU: For all recruitments, identify those positions that involve contact with children and working with children. (**See Resource Tool 1**) NB: personnel includes paid staff, volunteers, consultants, interns, individual contractors Apply Child Safeguarding recruitment and screening procedures for all personnel in contact with children and working with children. These recruitment procedures include: • Obtain a criminal record/police check prior to engagement • Child Safeguarding Questions in verbal referee checks • Compulsory Child Safeguarding Interview Question asked for all applicants In PA countries, these standards apply to all personnel engaged in OAU funded programs and activities *Where possible all national personnel to obtain a criminal record/police check and in absence of this provide a statutory declaration or local legal equivalent **Working with children –** • Additional screening measures such as interview plans that incorporate behavioural-based (child safeguarding) interview questions that are specific to positions that involve working with children	• Documented police check or statutory declaration before engagement • Checks must be conducted for each country in which the individual has lived for 12 months or longer over the last 5 years, and for the individual's countries of citizenship (see note on statutory declarations below*) • Documented verbal referee checks • Documented request for an applicant to disclose whether they have been charged with child exploitation offences, and their response • Documented review checks when personnel have a change in circumstances • Interview plans incorporating compulsory CS Interview Question • Interview plans incorporating behavioural-based interview questions that are specific to positions that involve working with children
Employment contracts to contain provision for suspension or transfer to other duties of any employee who is under investigation for a child safeguarding incident and provisions to dismiss any employee based on the outcome of the investigation	Employment contracts for staff/consultants contain appropriate provisions
• Ensure all OAU personnel and personnel in Country Teams where OAU is Executing Affiliate read, understand and sign the OAU Child Safeguarding Code of Conduct (or Country Office Child Safeguarding Code of Conduct) prior to engagement with OAU • For other Country Teams contractually engaged with OAU ensure that the relevant personnel read, and understand and sign the OAU Child Safeguarding Code of Conduct or Country Office Code of Conduct prior to engagement with OAU funded activities	• Documented evidence of signed and dated Child Safeguarding Code of Conduct
Staff attend a mandatory child safeguarding training session.	• Training attendance records • Training agendas and timeframes for training • Materials used in training

***Statutory Declaration**
In limited circumstances, it may prove impossible to obtain a reliable criminal record/police check.

A statutory declaration, or local equivalent, outlining efforts made to obtain a foreign/local police check, and disclosing any charges and spent convictions related to child exploitation may be accepted instead, along with other recruitment and screening measures.

In lieu of being able to secure a reliable police check, other child safeguarding recruitment and screening measures are critical, such as the verbal reference checks and it is recommended additional questions are asked of the referee in terms of the applicant's suitability to be in contact with children.

RESOURCE TOOL 4:

Statutory Declaration template (Australia)

For further support on the OAU CS Minimum Standards for Recruitment and Screening contact the People and Culture Unit at **hr@oxfam.org.au**.

2. WHY CHILD SAFEGUARDING RECRUITMENT AND SCREENING IS IMPORTANT

Child safeguarding recruitment and screening processes are essential to:

- ✔ Enable Oxfam to choose the most appropriate person for a position that involves contact with children
- ✔ Strengthen the ability of Oxfam to prevent access to children by those with a known history of harming children
- ✔ Discourage individuals who pose an unacceptable risk to children from applying for positions

CHILD SAFE MESSAGE

When people are applying to be employed or engaged by Oxfam they receive a clear message about the values and principles of the agency.

They should also receive the message that Oxfam is a child safe organisation.

By promoting this message Oxfam will attract the right people who share the agency's commitment to child rights and child safeguarding.

EXAMPLES OF A CHILD SAFE MESSAGE INCLUDE:

- Oxfam is a child safe oganisation
- The safety and wellbeing of children is a priority of Oxfam
- Oxfam provides a child safe environment in all our programs and our activities
- Oxfam has strong recruitment procedures to make sure the safest and most suitable people work with the children in our programs

Why is this important?

Offenders may target organisations like Oxfam. This is because the status and trust they gain in communities as a representative of Oxfam, provides them with the access and opportunities to be in contact with children.

A child safe message, will deter those individuals who may seek to work or volunteer for Oxfam in order to abuse or exploit children.

Offenders will also conduct their own assessments on organisations to seek out organisations that have weak child safeguarding recruitment and selection procedures and therefore their behaviour can go undetected.

The process of self-selection (person choosing not to apply) is very effective and a child safe message that may prevent an offender applying for a position at Oxfam, is one of the key preventative steps in child safeguarding recruitment and selection.

TOP 5 TIPS TO PROMOTE OXFAM'S CHILD SAFE MESSAGE

1. Include a child safe message on the Oxfam website and career page
2. Send out a copy of the Child Safeguarding Policy and Code of Conduct to potential applicants (attach the documents to the position description or make them available on the website when they apply)
3. Include child safeguarding statements in position advertisements and position descriptions
4. Include child safeguarding at staff/volunteer information sessions, briefings or recruitment campaigns
5. Consultant Terms of Reference to include Oxfam's Child Safe Message

Completing all steps in the Process

Child Safeguarding Recruitment and Selection is about using all the steps to put together a picture of an applicant. You cannot rely just on one step, such as a police check or criminal record check. Only a small minority of child sex offenders have a criminal record.

This is why the whole child safeguarding recruitment and screening process is so important. By proceeding through all the steps in the process, information of concern (red flags) can appear at any stage that indicate a person may not be safe or suitable to be in contact with children.

It is important that people who come to work at Oxfam share the agency's values on child rights and always acting in the best interests of children both in the workplace and in the community.

Interviews and verbal reference checks provide opportunities to understand;

- a person's motivation for wanting to work for or volunteer at Oxfam
- past behaviours and experiences of being in contact with communities and children
- any concerns from referees in terms of interactions with children and values and attitudes towards children

FAQS

How does a police check prevent us from hiring a potential child offender, if the applicant has committed a crime, but has never been caught; or if a new staff member commits abuse for the first time after joining Oxfam?

As mentioned, background checks, police checks and all other child safeguarding recruitment measures will not entirely eliminate the risk of employing a child offender. We have to accept that there is no way of doing this. However, these procedures reduce the risk significantly and for this reason have been implemented.

3. CHILD SAFEGUARDING RECRUITMENT & SCREENING PROCEDURES – GUIDES FOR THE AUSTRALIA AND COUNTRY OFFICES

Related Documents:

- Oxfam Recruitment and Selection Policy **http://intranet.oxfam.org.au/policies/hr/recruitment-selection**
- Oxfam Independent Contractors and Consultants Policy **http://intranet.oxfam.org.au/policies/finance/FR21-%20Independent%20Contractors%20-%20Consultants.pdf**

These Guides include the minimum standards as well as best practice in child safeguarding recruitment and screening.

Please use the Guides below to strengthen the steps and responsibilities included in the Australian or Country Teams child safeguarding recruitment and screening procedures.

(a) Step by Step Guide for Recruitment and Screening

(b) Responsibilities for P&C Unit and Country Teams HR/Child Safeguarding Focal Points (CSFPs)

(a) Step by Step Guide for Recruitment and Screening

STEP	DESCRIPTION	TOOLS
ADVERTISE POSITION	Include a child safe message in the advertisement OR include a statement that "Oxfam is a child safe organisation and all successful applicants will be required to sign the Child Safeguarding Code of Conduct".	Advertising template with message embedded
INFORMATION TO APPLICANTS	Include a copy of the Child Safeguarding Policy and Child Safeguarding Code of Conduct. Let applicants know they will be required to undergo screening steps.	Policy and Code of Conduct
IDENTITY CHECK	For proof of an applicant's identity ask for original copies of identity for example: identity cards, passport and drivers licence.	Australian personnel - 100 points of ID to be used for Police Check
INTERVIEW	Assess whether position involves contact with children or working with children (see Tool below). Develop and file a list of relevant child safeguarding interview questions (preferably behavioural-based) to select from and include In interview-question plans. For all applicants include one child safeguarding interview question – Compulsory CS Interview Question. "As an organisation undertaking work both nationally and internationally and in humanitarian response, Oxfam takes its duty of care seriously to safeguard children. If successful you will be required to sign the Child Safeguarding Code of Conduct that outlines the standards of behaviour expected of staff when in contact with children. Why do you think a Child Safeguarding Code of Conduct is important for an organisation like Oxfam?" For positions involving contact with children or working with children include 2-3 child safeguarding interview questions. (**Resource Tool 5**) The interview panel must consist of 3 staff members with a gender mix. At least one staff member must have completed the Recruitment & Selection training for Australia based interviews. Country Office interviews to include a HR staff member where possible.	• P&C Interview Template **http://intranet.oxfam.org.au/Working@Oxfam/BeingaManagerOxfam/Recruitment** • Country Office HR interview template • Sample interview questions (**Resource Tool 5**)
CRIMINAL RECORD/POLICE CHECK	Criminal Record/Police Check must be returned clear prior to verbal offer of employment or engagement. Mandatory for contact with or working with children positions.	• P&C National and International Police Check Procedure **http://intranet.oxfam.org.au/Working@Oxfam/BeingaManagerOxfam/Recruitment**
WORKING WITH CHILDREN CHECK	For Australian personnel working with children.	• See Useful Link below
VERBAL REFERENCE CHECKS	Contact with children and working with children positions require a minimum of 2 verbal reference checks must be conducted and documented. Develop and file a list of relevant child safeguarding questions to select from and include in verbal references with candidates' referees (preferably, the 2 most recent supervisors). Reference checks can include voluntary positions, references from community or church leaders (e.g. Chief of Village), roles the applicant has been involved in such as supervising children or running activities for children in the community. If possible, always use a business or organisation number to contact a referee rather than a personal mobile number. Contact referees for any paid or voluntary roles an applicant has been engaged in overseas.	• P&C Reference Check template **http://intranet.oxfam.org.au/Working@Oxfam/BeingaManagerOxfam/Recruitment** • Country Office HR Reference Check template • Sample reference check questions (**Resource Tool 6**)
EMPLOYMENT CONTRACT	Include in the employment contract provisions for suspension or transfer to other duties of any staff member/consultant who is under investigation and provisions to dismiss any staff member/consultant after an investigation.	• Employment contract template

STEP	DESCRIPTION	TOOLS
INDUCTION AND TRAINING	Once engaged, it is also important to provide staff, consultants and volunteers with the support and supervision they need to be safe in their interactions with children and avoid misunderstandings Personnel must also be fully aware of their responsibilities to protect children and how to report concerns or allegations about child abuse and exploitation Personnel should be provided with a child safeguarding overview at induction All staff to attend a child safeguarding training session (to be conducted prior to completion of probation): a) Oxfam Australia and/or Country Office child safeguarding system, detailing its approach, procedures, roles and responsibilities (in both prevention and response) b) Training session must cover the Child Safeguarding Code of Conduct and how to report concerns or allegations about child abuse or exploitation c) General understanding of child abuse and exploitation as well as risks and vulnerabilities for children in communities and in all areas of Oxfam's work (it is crucial that the training is tailored to the local context, addressing cultural norms and locally specific risks and vulnerabilities for children)	• P&C Learning and Development Calendar training@oxfam.org.au (Aust. based personnel) • OAU Child Safeguarding Training Resources https://oxfam.box.com/v/ResourceLibraryOAUandCO
SUPPORT TO PARTNERS BY IN COUNTRY HR AND PROGRAMS	Assess the support that partners require in developing, adopting and implementing the child safeguarding recruitment procedures, and prepare a documented plan, with specific tasks, timing and responsibilities	• OAU Partner Capacity Assessment https://oxfam.box.com/v/PartnerCapAssess

(b) Responsibilities for People & Culture Unit and Country Teams HR/Child Safeguarding Focal Points (where OAU is Executing Affiliate and where a Country Team is contractually engaged with OAU on OAU funded programs/projects)

PEOPLE & CULTURE UNIT RESPONSIBILITIES	COUNTRY TEAM HR RESPONSIBILITIES WITH SUPPORT FROM CHILD SAFEGUARDING FOCAL POINTS
Collecting and documenting recruitment and screening records for Oxfam Australia staff (see minimum standard evidence required in table above)	Collecting and documenting recruitment and screening records for Country Office personnel (see minimum standard evidence required in table above)
Maintain a central register of Country Teams staff recruitment and screening records	Filing copies of recruitment and screening records in Box secured system
The delivery of child safeguarding training to Australian based staff in the probation period and ensuring they participate in the training	The provision of child safeguarding training to staff tailored to local context This can be in collaboration with local child focused organisations (see Section 6 and 14 for more information on Child Safeguarding training)
Collecting and documenting training attendance records for Oxfam staff based in Australia	Collecting and documenting training attendance records for Country Office staff and implementing partners
Maintaining a central register of training attendance records from Country Teams	Enter training records into the LMS (Learning Management System)
Documenting training agendas and timeframes for training and materials used in training	Documenting training agendas and timeframes for training and materials used in training

4. CHILD SAFEGUARDING INTERVIEW AND REFERENCE CHECK QUESTIONS

The Resource Tools below provide some example interview and reference check questions. All child safeguarding questions should reinforce positive messages regarding the safeguarding of children from abuse and exploitation.

They should clarify the key principles of child safeguarding and set boundaries for potential new staff. They are also a way of selecting the safest and most suitable staff and deterring anyone who may be unsuitable to be in contact with children.

The main things to remember when evaluating applicants answers to these questions is to:

- test their levels of awareness in relation to the problem of child abuse and exploitation and the risks to children relevant to the position applied for
- test their understanding of the Child Safeguarding Policy and Code of Conduct received prior to interview, the applicant's commitment to the principles and values behind Oxfam's child safeguarding approach, and their ability to conduct themselves in a way that is consistent with these standards
- gather as far a possible a sense of the applicant's personal and professional values and practices in relation to work with children and contact with children generally
- assess whether applicants have an understanding of the position of trust they hold as Oxfam representatives when working in communities and with partners and the importance of always acting in the best interests of children at all times

Reference checking is an important part of the screening process. It allows hiring managers to probe any outstanding questions you may have about your preferred applicants. It is important to ask referees for examples of behaviour which support the applicant's suitability for a position.

Please note all reference checks should be verbal, and you should verify the identity of the referee and their relationship to the applicant.

Remember if you suspect that an applicant may not be appropriate to be in contact with children speak with your Child Safeguarding Focal Point for further guidance.

RESOURCE TOOL 5:

Child Safeguarding Interview Questions – including compulsory CS interview question

RESOURCE TOOL 6:

Sample Questions to ask during Reference Checks with previous supervisors of applicants

USEFUL LINK:

- The DFAT Criminal Check Guidance Notes provide detailed information on the DFAT Child Protection Policy minimum standards for criminal record checks *http://dfat.gov.au/international-relations/themes/child-protection/Documents/Criminal%20Record%20Check.pdf*

The DFAT Guidance Note Recruitment and Screening offers guidance on how to ensure organisations recruit and engage with the safest and most suitable staff, volunteers and partners to work with or have contact with children.

It also includes child safeguarding risks during recruitment and screening of staff and volunteers and practical information and recommended procedures for organisations to strengthen their approach to child safeguarding recruitment and screening.

USEFUL LINK:

- *http://dfat.gov.au/international-relations/themes/child-protection/Documents/Recruitment%20and%20Screening.pdf*

5. WORKING WITH CHILDREN CHECKS (WWCC) ACROSS AUSTRALIA

WWCC in Australia are State and Territory based. Checks can be conducted for paid and voluntary work and make an assessment of the level of risk an individual poses to children's safety.

USEFUL LINK:

- See the following link for details on the requirements for each State/Territory WWCC. *https://aifs.gov.au/cfca/publications/pre-employment-screening-working-children-checks-and-police-checks/part-overview*

The difference between a Police Check and a Working with Children Check in Australia

Police Checks identify and release relevant criminal history information relating to convictions, findings of guilt or pending court proceedings. However, due to spent conviction/non-disclosure legislation and information release policies, there are limitations on the information a Police Check can provide (e.g., the Spent Convictions Scheme stipulates that prior convictions are not to be disclosed where 10 years have passed from the date of the conviction).

As the object of a Working with Children Check is to make an assessment of the level of risk an individual poses to children's safety, Working with Children Checks are more extensive, but also more targeted than Police Checks. For example, Working with Children Checks draw together information from various sources, but may include a primary focus on certain types of offences (e.g., sexual offences, offences related to the harm or mistreatment of a child). In general, Working with Children Checks give consideration to:

- convictions - whether or not they are considered spent or were committed by a juvenile;
- apprehended violence orders and other orders, prohibitions or reporting obligations;
- charges (i.e., where a conviction has not been recorded because, for example, a proceeding has not been heard or finalised by a court, or where charges have been dismissed or withdrawn);
- any relevant allegations or police investigations involving the individual; and
- relevant employment proceedings and disciplinary information from professional organisations (e.g., organisations associated with teachers, childcare service providers, foster carers, and health practitioners).

SECTION 4: CHILD SAFEGUARDING DELEGATE

WHO IS THIS SECTION FOR?

EVERYONE

WHAT IS IN THIS SECTION:

1. Understanding the role of the Child Safeguarding Delegate
2. How to contact the Child Safeguarding Delegate

Rajasthan, India: (Left to right) Sumitra, Mamta, Pinki and Umiya, help spread the word about the value of girl children and girls getting an education, part of Oxfam's gender-based violence program. Photo: Tania Cass/OxfamAUS.

1. UNDERSTANDING THE ROLE AND RESPONSIBILITIES OF THE CHILD SAFEGUARDING DELEGATE

The Oxfam Australia Child Safeguarding Delegate is located in the People & Culture Unit in the Melbourne Office.

The roles and responsibilities of the Child Safeguarding Delegate are:

- To receive reports or concerns for the safety or wellbeing of a child from OAU and OAT personnel
- To manage and if required investigate child safeguarding reports involving OAU or OAT personnel or Oxfam visitors in collaboration with P&C Unit Staff and relevant Unit Directors
- To receive child safeguarding reports from Country Teams where OAU is Executing Affiliate and/or where the Country Teams are contractually engaged with OAU
- To provide support to Country Teams in the management and investigation of child safeguarding reports involving their personnel, partner personnel or visitors
- To immediately report any suspected or alleged instances of child abuse, exploitation, harm or Child Safeguarding policy non-compliance to the DFAT Conduct and Ethics Unit via **childwelfare@daft.gov.au**
- To escalate child safeguarding risks to the Director of Finance and Risk

Criteria for Child Safeguarding Delegate:

- Full time senior staff member
- Trained in handling and investigating child safeguarding reports
- Skilled in managing complex and sensitive issues regarding personnel
- Familiar with the OAU Child Safeguarding Policy, Child Safeguarding Code of Conduct, Child Safeguarding Reporting Process and Procedures and DFAT Child Protection Policy 2017 requirements
- Familiar with Australian State/Territory child protection departments for reporting child abuse and neglect

2. HOW TO CONTACT THE CHILD SAFEGUARDING DELEGATE

The current Child Safeguarding Delegate is Pam White, Associate Director of People & Culture

Contact details are:
Phone +61 412 498 876
Email **childsafeguarding@oxfam.org.au**

The CS Delegate is not able to be contacted outside office hours.

For an urgent report where you believe there is an immediate risk to a child' safety contact local police or, where available, government child protection 24-hour telephone line.

See Resource Tool 9: List of Australia Helplines & Services for Children and Young People.

SECTION 5: VOLUNTEERS

WHO IS THIS SECTION FOR?

TEAMS

PUBLIC ENGAGEMENT TEAM, IN-AUSTRALIA PROGRAM TEAMS (DOMESTIC, INTERNATIONAL, ADVOCACY, CAMPAIGNS & HUMANITARIAN), COUNTRY TEAMS

WHAT IS IN THIS SECTION:

1. OAU CS Minimum Standards & Evidence for Volunteers and Supporters – Australian based Programs and Activities (For Country Teams see OAU CS Minimum Standards for Recruitment and Screening Section 3)
2. Why Child Safeguarding is Important for Volunteers
3. Volunteer Child Safeguarding Procedures
4. Child Safeguarding Procedures for Volunteers under 18 years at Oxfam Australia – Protocols for Volunteers under 18 years of age

RESOURCE TOOLS:

RESOURCE TOOL 7: Briefing Checklist for Volunteers (Events)

Covalima, Timor-Leste: Severiana and her mother Lorensa prepare to plant corn seedlings. Through an Oxfam nutrition program, Lorensa learned about the importance of growing and preparing a wider variety of vegetables to ensure her family gets the essential nutrients they need to stay healthy. Photo: Rodney Dekker/OxfamAUS.

1. OAU CHILD SAFEGUARDING MINIMUM STANDARDS & EVIDENCE FOR VOLUNTEERS & SUPPORTERS – AUSTRALIAN BASED PROGRAMS AND ACTIVITIES[10]

MINIMUM STANDARDS	WHAT EVIDENCE IS REQUIRED TO DEMONSTRATE THAT THIS STANDARD IS MET?
No contact with children; for example, home desk based work (no access to OAU computers or intranet) or corporate volunteer based at own office • No minimum standards required	N/A
Volunteers in contact with children; including shop volunteers, volunteers at OAU public events such as Trail Walker, interns, office volunteers with access to Oxfam computers and intranet (including program, admin or graphic design work) • Sign OAU CS Policy and Code of Conduct • Briefing to include child safeguarding standards • Information provided on how to make a child safeguarding report • Supervision by OAU staff	• Documented evidence of signed and dated Child Safeguarding Code of Conduct • Documented evidence of briefing materials
Volunteers working with children; including schools program, volunteers handling personal details or images of children, online contact with children • Criminal record check and/or Working with Children Check • Interview to include CS questions as relevant • Verbal reference checks (x2) • Sign OAU CS Policy and Code of Conduct • Briefing to include child safeguarding standards • Information provided on how to make a child safeguarding report • Attend a Child Safeguarding training session • Supervision by OAU staff	• Documented criminal record check • Documented copy of Working with Children Check • Documented verbal referee checks • Documented evidence of briefing materials • Documented evidence of signed and dated Child Safeguarding Code of Conduct • Training attendance records
Donor/Supporter Visits to Programs • Criminal record check • Sign OAU CS Policy and Code of Conduct • Briefing to include child safeguarding standards including images, social media policy requirements • Supervision by OAU/Country Office staff • Information provided on how to make a child safeguarding report	• Documented criminal record check • Documented evidence of signed and dated Child Safeguarding Code of Conduct • Documented evidence of briefing materials

2. WHY CHILD SAFEGUARDING IS IMPORTANT FOR VOLUNTEERS

Volunteers are often attracted to volunteer for an organisation that shares their values. Many people want to volunteer for organisations that are committed to child rights and the safeguarding of children.

Promoting OAU's Child Safeguarding Policy and commitment to providing a child safe environment in all programs and activities will attract volunteers who share these values.

Volunteers are usually very happy to sign the Child Safeguarding Policy and Code of Conduct and be accountable to the child safeguarding systems, once they have been provided with the information and reasons for having these measures in place.

Unfortunately, organisations have been targeted by child sex offenders offering to volunteer in order to gain access to children. Whilst we know most volunteers act in the best interests of children, Oxfam must always be vigilant in reducing the risk of engaging a volunteer who may not be safe or suitable to be in contact with children.

Some people simply do not have the right attitude towards children's rights and child safeguarding, or appropriate personal approaches or values (such as honesty, integrity, reliability, fairness, non-discrimination) to work with or be in contact with children. It is important to assess this before volunteers are engaged.

10 **For Country Offices**, recruitment and selection standards for volunteers engaged by Country Teams are contained in **Sec.3. Child Safeguarding Recruitment and Screening**

3. VOLUNTEER CHILD SAFEGUARDING PROCEDURES

Oxfam staff should provide volunteers with:

- Clear guidance and information on interacting safely with children whilst engaged by Oxfam including induction on the Child Safeguarding Code of Conduct
- Support and feedback so volunteers feel connected with Oxfam and understand their accountability responsibilities as representatives of Oxfam
- Information on the Child Safeguarding Reporting Process and the obligation for volunteers to raise any concerns they have about the safety or wellbeing of a child or the conduct of a staff member, volunteer or Oxfam visitor
- Briefing prior to their involvement in an event or activity so volunteers are clear on the Child Safeguarding Code of Conduct and issues such as taking photos, social media activity, who they should contact if they have any concerns and feedback mechanisms - **See Resource Tool 7:** Briefing Checklist for Volunteers (Events)
- Training should also be provided to volunteers in contact with or working with children. See OAU Child Safeguarding Training Resources (**https://oxfam.box.com/v/ResourceLibraryOAUandCO**) for training modules and activities. If possible include volunteers in the Child Safeguarding training session offered by Oxfam Australia or Country Teams.

See also the Oxfam Australia, Guidelines as Managers of Volunteers available at **http://intranet.oxfam.org.au/Working@Oxfam/volunteer**

Child Safeguarding Risk Assessment

For activities and events involving volunteers in contact with (including events or activities with high level of contact with the public) or working with children a Child Safeguarding Risk Assessment must be conducted. **See Section 8** for guidance and templates to conduct a risk assessment for Australian Programs, ATSIPP, Public Policy and Advocacy, Public Engagement – Active Citizenship Unit activities and events.

A CS Risk Assessment can also assist in developing specific protocols for events, for example Child Safeguarding Protocols for the Trail Walker.

The National Standards for Volunteer Involvement - Australia

The Standards provide a sound framework for supporting the volunteer sector in Australia. The Standards are easy to follow and are adaptable to different organisation types and different forms of volunteering which reflect the diversity of this growing sector.

Direct benefits to organisations:

- They provide good practice guidance and benchmarks to help organisations attract, manage and retain volunteers, and
- Help manage risk and safety in their work with volunteers

Direct benefits to volunteers:

- They help improve the volunteer experience

USEFUL LINK:

- *https://www.volunteeringaustralia.org/policy-advocacy/national-standards-and-supporting-material/*

Working with Children Checks (WWCC) Australia

WWCC in Australia are State and Territory based. Checks can be conducted for paid and voluntary work and make an assessment of the level of risk an individual poses to children's safety.

USEFUL LINK:

- See the following link for details on the requirements for each State/Territory WWCC. *https://aifs.gov.au/cfca/publications/pre-employment-screening-working-children-checks-and-police-checks/part-overview*

4.CHILD SAFEGUARDING PROCEDURES FOR VOLUNTEERS UNDER 18 YEARS AT OXFAM

At Oxfam, young people sometimes volunteer in activities such as political engagement or advocacy. Volunteering at Oxfam is a great opportunity for young people to develop skills, contribute to Oxfam, meet new people and learn about the work of Oxfam. It is essential they have a positive and rewarding experience with Oxfam as well as feeling and being safe during their participation as a volunteer. By putting in place the recommended child safeguarding measures a child safe and friendly environment can be created (see table below).

All Oxfam teams hiring volunteers should conduct a child safeguarding risk assessment to help identify possible risks to a young person's safety or wellbeing as a result of their participation. Mitigation actions to reduce the risk can be included in program design and planning (**see Section 8**).

Table – Protocols for Volunteers under 18 years of age

1.	The OAU Child Safeguarding Policy and Code of Conduct apply to staff in their supervision of volunteers under 18 years of age
2.	All volunteers to be supervised by at least 2 Oxfam staff members at all times
3.	If volunteers are under the age of 15 years, a supervision ratio of 1:7 should be maintained (with 2 staff members always being present)
4.	Supervising staff to have current valid Working with Children Checks (in addition to OAU Child Safeguarding minimum standards for recruitment and screening – **see Section 3**)
5.	If volunteers are to be in contact with or working with children: - A national police check should be obtained (for a person under 18 years of age parental consent is required) - Volunteers should read, understand and sign the OAU Child Safeguarding Code of Conduct - Attend a briefing that provides an opportunity for the volunteer to understand their position of trust and authority and maintaining safe boundaries - Information provided on the Child Safeguarding Reporting Process including what to do if a child or young person discloses harm (**See Section 7**) and how they will be supported by staff to handle a disclosure
6.	Parent/Carer consent must be obtained prior to the volunteer's participation including emergency contact details and any medical information See the OAU Parent/Guardian Consent Form Oxfam Australia Trading Volunteers as an example to obtain parental/guardian consent for a young person to volunteer (**http://intranet.oxfam.org.au/Working@Oxfam/volunteer**)
7.	Volunteers to provide **informed consent** to participate including consent to use images, story etc. (**See Section 11**)
8.	Volunteers to be provided with information on how and who they can contact at Oxfam (at least 2 staff members) if they have any concerns for their safety or wellbeing during their participation. Information to include how any concerns will be taken seriously and be handled confidentially. (If volunteer discloses they are being harmed, or at risk of being harmed the staff member will need to report this to the relevant authorities and this will be explained to the volunteer. **See Section 7**)
9.	Volunteers to sign in and sign out each day they participate
10.	Supervising staff to check travel arrangements with volunteers and if required, 2 staff must stay with a volunteer while waiting to be collected
11.	Supervising staff will not provide transportation in personal vehicles for volunteers unless in an emergency. In such cases, 2 staff members should accompany the volunteer and a Manager should be immediately notified
12.	Volunteers to provide feedback after their participation (email, survey monkey, written form etc.)
13.	If volunteer participation involves overnight accommodation, volunteers to sleep separately from supervising staff and be provided with a 24-hour contact number if they have any concerns for their safety or wellbeing during the night

GOOD PRACTICE EXAMPLE

TIP: Have volunteers develop their own Code of Conduct (or Participation Agreement) for how they would like to behave and what behaviour they expect from each other, in order to create a safe, friendly and respectful environment for their involvement.

SECTION 6: INDUCTION AND TRAINING

WHO IS THIS SECTION FOR?

EVERYONE

WHAT IS IN THIS SECTION:

1. OAU Child Safeguarding Minimum Standards & Evidence for Training
2. Why Child Safeguarding Induction and Training are important at Oxfam
3. What Child Safeguarding training is provided?
4. Role Specific Training
5. Other Training Opportunities

Hambantota district, Sri Lanka: Osadhi works hard at school. Photo: Pavithra Jovan de Mello/OxfamAUS.

1. OAU CHILD SAFEGUARDING MINIMUM STANDARDS & EVIDENCE FOR TRAINING

MINIMUM STANDARDS	WHAT EVIDENCE IS REQUIRED TO DEMONSTRATE THAT THIS STANDARD IS MET?
Oxfam Australia staff attend a mandatory child safeguarding training session prior to completion of probation and a refresher training at least once every two years	• Training attendance records • Training agendas and timeframes for training • Materials used in training
Country Teams where Oxfam Australia is Executing Affiliate or Country Teams that are contractually engaged with Oxfam Australia: - staff attend a mandatory child safeguarding training session prior to completion of probation/within first 3 months of engagement in an OAU funded program and a refresher training at least once every two years (if applicable) - child safeguarding training (including inputs on CS policy development where relevant) provided to implementing partners, where activities involve working with or contact with children, on a regular basis, at least once every two years. These trainings have to be tailored to local contexts and can be delivered in collaboration with local child focused organisations	• Training attendance records • Training agendas and timeframes for training • Materials used in training

2. WHY CHILD SAFEGUARDING INDUCTION AND TRAINING IS IMPORTANT AT OXFAM

Once engaged, it is important to provide staff and volunteers with the support and information they need to be safe in their interactions with children and contribute to a child safe environment at Oxfam. This greatly reduces the risk of personnel causing intentional or unintentional harm to a child.

Child Safeguarding and child protection is often a complex, nuanced and sensitive topic and training allows an opportunity for people to understand how they will be supported and guided in this area.

Training also starts the conversation about child safeguarding amongst teams and promotes and open and transparent culture where personnel feel confident to raise any concerns.

Induction and Training provide personnel with the opportunity to understand the four components of child safeguarding:

Awareness – how Oxfam provides a framework for maintaining a child safe organisation and the role everyone plays in embedding this into their everyday practice.

Prevention – child safeguarding is a preventative practice to reduce the opportunity of a child being harmed as a result of being in contact with Oxfam programs or activities.

Responding – clear understanding of what are safe interactions with children and how to identify when a person's conduct may be unsafe or unprofessional.

Reporting – that Oxfam has a professional, well managed and confidential process for reporting any concerns for the safety or wellbeing of a child and that personnel have an obligation to report.

3. WHAT CHILD SAFEGUARDING TRAINING IS PROVIDED?

Australian OAU Offices

The People & Culture Unit in the Melbourne Office organise the mandatory child safeguarding training sessions.

Contact Learning &Development team to book into a training session at **training@oxfam.org.au**.

Country Teams

Child Safeguarding trainings for Country Team personnel are to be organised by the respective Child Safeguarding Focal Points. This can be done in collaboration with local child focused organisations.

Relevant OAU staff (e.g. Portfolio Managers and Contract Management Coordinators) will keep country teams updated about OAU Child Safeguarding Policy and OAU CS Minimum Standards.

OAU Child Safeguarding Training Resources

The OAU Resource Library contains updated internal training resources on child safeguarding. There are child safeguarding training modules that can be used by Oxfam in-Australia staff and Country Team Child Safeguarding Focal Points. They contain facilitator guides, suggested agendas, OAU child safeguarding slide packs, Country Team training modules, activities and evaluation forms.

You can find the Child Safeguarding Training Resources at OAU Resource Library (**https://oxfam.box.com/v/ChildSafeguardingTrainingRes**)

4. ROLE SPECIFIC TRAINING

It is recommended that Units/Teams provide training at team meetings or offsite planning days to provide targeted sessions on child safeguarding and where it directly relates to the work of the team. This is something that can be delivered in addition to NOT instead of the mandatory child safeguarding training that all staff must attend as part of their induction.

This allows staff to understand how child safeguarding is relevant to their work and how they can embed child safeguarding practices into their programs and activities.

The training sessions can also be used for training volunteers in contact with children.

At a minimum, these trainings should facilitate discussion on:

- ✓ How does the Oxfam CS Policy apply to the respective team and various staff members in the team?
- ✓ What role does the various team members play in implementing various aspects of the Policy?
- ✓ Activities customised to each team's work
- ✓ How to do a CS Risk Assessment of your team's work

5. OTHER TRAINING OPPORTUNITIES

Guest Speakers

Sessions could be held for staff with guest speakers on topics such as:

- Safe online involvement of children in OAU programs and activities
- Child abuse indicators and impacts
- Child participation
- Child Rights and the Convention on the Rights of the Child
- Chid Right Business Principles

External Training within Australia and In-country

Many agencies offer training in the area of child safeguarding and child protection. Some of these are:

- ACFID
  https://acfid.asn.au/learning/learning-opportunities
- Child Wise
  http://www.childwise.org.au/page/17/training-programs
- Australian Childhood Foundation
  http://professionals.childhood.org.au/workshops-and-seminars
- DFAT sometimes provide training in child safeguarding at post. Contact DFAT Child Protection Section to see when a training may be offered in your location:

  Email: childprotection@dfat.gov.au
  Telephone: +61 2 6178 5100
- Contact local Save the Children, Child Fund or Plan offices to see whether staff and partners can attend one of their trainings sessions in child safeguarding or child protection

USEFUL LINK:

- Keeping Children Safe have a number of training resources. See the following link: *https://www.keepingchildrensafe.org.uk/how-we-keep-children-safe/capacity-building/resources*

SECTION 7: CHILD SAFEGUARDING REPORTING

WHO IS THIS SECTION FOR?

EVERYONE

WHAT IS IN THIS SECTION:

1. OAU Child Safeguarding Minimum Standards & Evidence for Child Safeguarding Reporting Procedures
2. Child Safeguarding Reporting Process
   (a) Oxfam Child Safeguarding Reporting Flowchart
   (b) Making a Child Safeguarding Report at Oxfam
3. Internal Investigations (Critical Incident Management)
4. Reporting Procedures for Country Teams
5. What if a child tells me they are at risk of harm, or being harmed?

RESOURCE TOOLS:

RESOURCE TOOL 8: Signs (Indicators) of Child Abuse
RESOURCE TOOL 9: List of Australian Helplines & Services for Children and Young People

Eastern Highlands, Papua New Guinea: Mero learns about good hygiene at an Oxfam information session at his school, so he can promote best practice in his community. Photo: Rodney Dekker/OxfamNZ.

1. OAU CHILD SAFEGUARDING MINIMUM STANDARDS & EVIDENCE FOR CHILD SAFEGUARDING REPORTING PROCEDURES

MINIMUM STANDARDS	WHAT EVIDENCE IS REQUIRED TO DEMONSTRATE THAT THIS STANDARD IS MET?
A documented reporting procedure in place for child exploitation and abuse allegations, code of conduct and policy non-compliance, including the possible disciplinary outcomes for breaches of the policy or code of conduct	Guidelines for managing concerns or allegations of child exploitation and abuse, and policy non-compliance Documentary evidence of: • how all Oxfam personnel and partners are made aware of the reporting process (Flow chart) and procedures (e.g. training materials, induction schedules, Partner Working Agreements and communications) • where the reporting procedures and reporting guidelines are made available (i.e. Policy, Toolkit, website, training, posters displayed in offices etc.) • documentary evidence outlining Oxfam Australia's/ Country Office's details of available sanctions
Where OAU is Executing Affiliate and for Country Teams contractually engaged with OAU, ensure local reporting and complaints management procedures meet OAU CS minimum standards for child safeguarding, also considering local laws and referral systems	• Documentary evidence that personnel can raise concerns about a child's safety or wellbeing or unacceptable behaviour by personnel. (e.g. CS incident register, CS reports) • Documentary evidence of how partners and the community are made aware of the Oxfam Child Safeguarding policy, code of conduct and child safeguarding reporting procedure (see externally facing reporting information below*)
Where required, OAU will immediately report any suspected or alleged instances of child abuse, exploitation, harm or child safeguarding policy non-compliance to the Conduct and Ethics Unit of DFAT via **childwelfare@dfat.gov.au**	Incident register, report forms, communications with DFAT etc

***Externally facing reporting information**

- On the Oxfam website, information is provided for the general public about how to raise a concern/complaint. Email and phone contact details should be provided.
- Posters/one page document (**See Section 1**) is made visible at Oxfam offices, in communities where Oxfam is working and at Oxfam events and campaigns.
- Child friendly information on reporting procedure is available when children and young people are participating in an online or social media activity with Oxfam to report any concerns for their safety or wellbeing.

2. OXFAM CHILD SAFEGUARDING REPORTING PROCESS

(A) OXFAM CHILD SAFEGUARDING REPORTING FLOWCHART

The flow chart below provides the process personnel should follow to raise a concern for the safety or wellbeing of a child.

OXFAM CHILD SAFEGUARDING REPORTING FLOWCHART:

Internal Incident

You become **aware** of, **concerned** about, **observe** or **suspect:**

- Oxfam staff, partners, visitors or contractors abuse or exploit a child
- Oxfam staff, partners, visitors or contractors breach the Code of Conduct
- Any incident of child abuse or exploitation within an Oxfam project and activity

External Incident

- You become **aware** of, **concerned** about, **observe** or **suspect** a child is being, or at risk of being abused or exploited
- A child tells you the are being abused by someone outside Oxfam

Immediately, or within 24 hours

In Australia, report to Child Safeguarding Delegate, Melbourne (Pam White, Associate Director, People and Culture, Oxfam Australia)
In Country, report to Child Safeguarding Focal Point (who in-turn reports to the OAU Child safeguarding Delegate)
OR
Report to your Direct Manager (Who in-turn reports to the Child Safeguarding Delegate or Child Safeguarding Focal Point)
OR
Email: childsafeguarding@oxfam.org.au

Internal Incident

CS Delegate and Focal Point manages the report, including investigation and next steps.

External Incident

CS Delegate and Focal Point identifies and facilitates reporting to local authorities.

OAU's Child Safeguarding Delegate must be informed of all reports within 24 hours, and kept apprised of investigation outcomes.

CS Delegate (in-Australia) or Focal Point (in-Country) manages the report.

Outcomes may involve:

- HR performance management
- Investigation
- Formal warning, transfer to other duties or suspension pending investigation
- Report to Police
- Dismissal

(All reports will be handled confidentially and principles of natural justice apply)

Any suspected or alleged instances of child abuse, exploitation or CS Policy non-compliance within a DFAT-funded project must be immediately reported to DFAT.

(B) MAKING A CHILD SAFEGUARDING REPORT AT OXFAM

Personnel should report any child safeguarding concern they have related to an Oxfam program/project, event or activity.

All reports should be made following the relevant Reporting Procedures and Reporting Flowchart.

All reports will be taken seriously and positive steps taken to ensure the immediate safety and wellbeing of the child or children.

WHO CAN MAKE A REPORT?

Reporters may include:

- A child reporting a concern about Oxfam personnel, partner personnel or visitor
- An adult (personnel, partner, parent, visitor or community member) reporting a concern about Oxfam personnel, partner personnel or visitor
- A child or adult reporting a concern about someone external to Oxfam

A child can be abused or exploited:

- By an adult
- By another child or young person
- Online

WHY YOU SHOULD REPORT

INCIDENT	EXAMPLE	WHY SHOULD YOU REPORT
EXTERNAL	A child safeguarding incident that is committed by someone other than an Oxfam personnel • If an Oxfam personnel is made aware or witnesses physical, sexual, emotional abuse or the neglect of a child in the communities or in the course of our work	Oxfam personnel have a duty of care to respond to any child safeguarding concerns in the communities where we work. The purpose of reporting an external incident is to ensure that local level action is taken to ensure the safety and protection of any child who is being abused. Additionally, reporting of local level incidents may help us to better mitigate child safeguarding risks in our programs or activities.
INTERNAL	An incident involving the breach or related concern of OAU CS Policy or procedures by an Oxfam personnel • A breach of the OAU CS Code of Conduct • Issues raised during the course of story gathering, recruitment and selection or other screening mechanisms • Staff member refuses to sign the OAU CS Code of Conduct	These incidents should be reported to ensure that Oxfam takes all necessary steps to fulfil its commitment to safeguard children from abuse and exploitation. We have a responsibility to ensure that we take action to ensure that breaches do not occur again and that measures are put in place to prevent a child being abused or exploited as a result of being in contact with our programs or activities.
INTERNAL	Child abuse committed by an Oxfam personnel • Accusation, suspicion, report of any form of child abuse by an Oxfam personnel inside or outside working hours	The purpose of reporting these incidents is to ensure that Oxfam takes necessary steps to prevent further abuse against the child or other children. Undertake due diligence and to ensure that we fulfil our responsibilities and commitments to the policy. Prepare for and minimise the organisational risks associated with the incident, particularly related to staff health and wellbeing, security, media and partner/donor relations.

WHAT IF I DON'T HAVE ANY PROOF?

It is not the role of Oxfam personnel to prove that a child safeguarding incident has occurred. Personnel should not gather evidence, speak to other staff or the child involved, or investigate the incident themselves.

Oxfam does not expect its personnel to be child safeguarding experts or have conclusive facts before making a report. Personnel are required to report any knowledge or concern, founded or otherwise, that they may have of a child safeguarding incident occurring.

Personnel should trust their instinct and what they have seen, heard, observed, suspect and then speak up about their concern.

Most children will not speak up if someone is abusing or harming them so it is the responsibility of adults to make a report if they suspect or observe a child is being harmed. Most child survivors of sexual abuse say that they wished that an adult had acted and reported the abuse.

CONFIDENTIALITY, SAFETY AND WELLBEING

A guiding principle of the OAU Child Safeguarding Policy is confidentiality, safety and wellbeing of all involved in any report of a child safeguarding incident, including the individuals who have reported the incident and the individual against whom the allegation is made.

When responding to allegations, Oxfam will ensure all those involved are treated fairly, and that the rights of each individual are respected during an investigation and any applicable disciplinary process.

WHAT CAN I EXPECT WHEN I REPORT A CHILD SAFEGUARDING CONCERN OR INCIDENT?

Personnel who report a child safeguarding concern or incident will receive information about the progress of the investigation where possible. The Child Safeguarding Delegate will lead the investigation and will update the reporter via their Direct Manager, Child Safeguarding Focal Point or Country Director.

The rights of those who make a report are outlined in the Oxfam Australia Whistle Blowing Policy.

Personnel who report Child Safeguarding incidents can also access support through Oxfam Australia's Psychological Health and Wellbeing Policy. Further information about this can be found in Oxfam Australia's Psychosocial Health and Wellbeing Policy and Procedure (**http://intranet.oxfam.org.au/policies/hr**).

Breach of the Child Safeguarding Policy and Code of Conduct by OAU/OAT personnel and personnel where OAU is Executing Affiliate or where a Country Team is contractually engaged with OAU.

Depending on the extent of the breach any founded incidents may result in:

- Performance management
- Further education and training on the Policy and Code of Conduct
- Transfer to other duties (into a position with no travel to programs or contact with children)
- Formal warning and monitoring
- Suspension pending investigation
- Internal investigation
- Report to police
- Termination of employment/engagement

TOP TIPS WITH CHILD SAFEGUARDING REPORTING

- Oxfam does not expect personnel to be child protection/safeguarding experts. The expectation is simply to report your concern to the designated people in Oxfam Australia or Country Office
- You should not interview or question a child about a child safeguarding incident. This could potentially upset or emotionally harm a child and may cause problems to legal proceedings later on as it could be argued you interfered with the process. Support for a child can be organised through the CS Delegate or CS Focal Points
- It is recognised that it is difficult to raise a concern involving a co-worker or staff from a partner organisation. However, in order to prevent a child being abused or exploited and act in their best interests, it is important people speak up about any concerns they have. It may be a misunderstanding or a child's safety may be at risk. Either way, always raise your concern
- All concerns will be handled confidentially and professionally by Oxfam and everyone involved will have an opportunity to be heard
- It is very hard to observe behaviour and be conclusive that the person has abused a child or was grooming a child for abuse. However, it is possible to observe behaviour towards a child that may be unsafe, unprofessional, unacceptable or out of context with what normally happens in a program or activity. This type of concern should be reported as being able to detect unsafe behaviour early is an effective way to prevent a child from potentially being abused
- Children rarely speak up if someone is harming them. It is the responsibility of adults to protect children from all forms of violence, including child abuse and exploitation

3. INTERNAL INVESTIGATIONS (CRITICAL INCIDENT MANAGEMENT)

A child safeguarding investigation will be managed in Oxfam Australia by the Child Safeguarding Delegate and People & Culture Unit with the relevant Section Director or Unit Manager.

In Country Teams an investigation will be managed by the HR Manager and/or the Child Safeguarding Focal Point, with the Country Director. The CS Delegate must be notified and updated.

- Investigation details will be limited to those staff who have direct input into and are involved in the management of the incident
- Investigations will be conducted in a timely and confidential manner and principles of natural justice apply. Those involved will be informed of the findings and outcomes as soon as possible
- Investigations should follow a sequence to ensure they are safe and fair to all concerned
- At any time where it is suspected a criminal offence has been committed, a report will immediately be made to local police
- Any response to the media or public statement will be managed by the CEO and Child Safeguarding Delegate/Country Director. Oxfam will take immediate steps to make a clear and honest statement to the public providing details of Oxfam's response, including the steps taken to remove the risk to children, investigation details and how the child and family are being supported

4. REPORTING PROCEDURES FOR COUNTRY TEAMS

Where OAU is Executing Affiliate or the Country Team is contractually engaged with OAU, country teams have to develop local reporting procedures that also take into consideration local laws and Child Protection services. These have to be well socialised among personnel, partners and communities

- Many Country Teams have their own reporting procedures that link into local laws. These should be used ensuring they comply with the above Flowchart and OAU CS Minimum Standards for Child Safeguarding Reporting Procedures
- Country Offices that don't have a documented reporting procedure for Child Safeguarding are required to develop/document one as a matter of priority
- Country Teams can also adapt the Oxfam Child Safeguarding Reporting Flowchart included above

GOOD PRACTICE EXAMPLE

Oxfam in Vanuatu Child Protection Reporting Procedures

- Oxfam in Vanuatu has developed its own Procedures including; Flowchart, Timeline, Laws relevant to child protection in Vanuatu and Cultural Considerations in Vanuatu

PARTNER PERSONNEL AND ORGANISATIONS

When working with partner organisations, a joint agreement to safeguard children and the procedure to be followed in the event of concerns about child abuse and exploitation needs to be discussed and stated clearly in contracts and other formal agreements with partners.

See Oxfam Partner Working Agreement (**https://oxfam.box.com/v/OAUPartnerWorkingAgrmt**) for the most current child safeguarding or related clauses.

The agreement between Oxfam Australia/Country Office and the partner organisation should reflect the principles and standards specified in the OAU Child Safeguarding Policy and the relevant Reporting Procedures.

5. WHAT IF A CHILD TELLS ME THEY ARE AT RISK OF HARM, OR BEING HARMED?

Sometimes children choose a person they trust to let him/her know they are being abused or harmed (disclosure of abuse). This could be someone working in Oxfam or a partner organisation. If a child discloses abuse or harm, stay calm, tell them you believe them and take them seriously.

Listen to them and then explain that they have done the right thing and thank them for letting you know. Do not feel you need to provide any advice or counselling or also ask lots of questions or details.

Let the child know you will need to tell someone else about the disclosure and they will help the child to be safe. You should never promise to keep the disclosure secret as this is not in the best interests of the child, even if the child asks you to do this.

You should follow the CS Reporting Procedures and Process and seek support for yourself if needed from your Direct Manager, CS Focal Point or CS Delegate.

For further information see the resources below.

RESOURCE TOOL 8:

Signs (Indicators) of Child Abuse

RESOURCE TOOL 9:

List of Australian Helplines & Services for Children and Young

USEFUL LINK:

- Responding to children and young people's disclosure of abuse
  - A one page infographic to guide people when a child lets you know they are at risk of, or is being abused or harmed. *https://aifs.gov.au/cfca/sites/default/files/disclosure-infographic.pdf*
- Resource - Responding to children and young people's disclosure of abuse. *https://aifs.gov.au/cfca/publications/responding-children-and-young-people-s-disclosures-abuse*

CHILD FRIENDLY REPORTING MECHANISMS

See Section 12 for guidance and examples

SECTION 8: CHILD SAFEGUARDING RISK MANAGEMENT

WHO IS THIS SECTION FOR?

TEAMS

IN-AUSTRALIA PROGRAM TEAMS (DOMESTIC & INTERNATIONAL, ADVOCACY, CAMPAIGNS & HUMANITARIAN), COUNTRY TEAMS AND PARTNERS, FINANCE & RISK

WHAT IS IN THIS SECTION:

1. OAU Child Safeguarding Minimum Standards & Evidence for Child Safeguarding Risk Assessment
2. The Steps to Conducting a Child Safeguarding Risk Assessment
3. Examples of completed Child Safeguarding Risk Assessments
4. Organisational Child Safeguarding Risk Management

RESOURCE TOOLS:

RESOURCE TOOL 10: OAU Child Safeguarding Checklist for Partners
RESOURCE TOOL 11: Child Safeguarding Risk Assessment Tool - & Guidance Notes
RESOURCE TOOL 12: Factors that may increase the level of risk to children
RESOURCE TOOL 13: Examples of Risk Factors and Mitigation Strategies
RESOURCE TOOL 14: Risk Management Plan template

Cox's Bazar, Bangladesh: Mohammad carries an Oxfam food parcel, having recently arrived in Bangladesh with his family from Myanmar. Photo: Tommy Trenchard/Oxfam.

1. OAU CHILD SAFEGUARDING MINIMUM STANDARDS & EVIDENCE FOR CHILD SAFEGUARDING RISK ASSESSMENT

MINIMUM STANDARDS	WHAT EVIDENCE IS REQUIRED TO DEMONSTRATE THAT THIS STANDARD IS MET?
All OAU funded programs/projects should undertake a Child Safeguarding Risk Assessment to identify and reduce the risk of any child being harmed as a result of program/project activities. This Risk Assessment should be monitored throughout the life of the program/project	• Completed project level Child Safeguarding Risk Assessments • Documentation that risk assessments are reviewed and updated regularly during the life of the program/project activity • Evidence of adaption to local context (when a different approach to standard risk controls is required) • Risk plan identifying activities and measures to reduce or remove the risk to children
All Advocacy, Campaigns and Public Engagement activities involving either direct or indirect contact with children should undertake a Child Safeguarding Risk Assessment and monitor this until the completion of the activity	• Completed activity level Child Safeguarding Risk Assessments • Documentation that risk assessments are reviewed and updated regularly during the life of the program/project activity • Evidence of adaption to local context (when a different approach to standard risk controls is required) • Risk plan identifying activities and measures to reduce or remove the risk to children
Ensure potential partners/contractors have a child safeguarding/protection policy and procedures that comply with the OAO CS Minimum Standards	OAU Partner Capacity Assessment to document: • an assessment of the level of compliance of a partner's child safeguarding/protection policy and procedures • a plan to support and coordinate development of compliant policy and procedures • ongoing monitoring of compliance by the partner
Ensure organisational child safeguarding risk management is monitored at the governance and leadership levels	Board papers, meeting minutes and risk register

WHAT IS CHILD SAFEGUARDING RISK ASSESSMENT?

- It is assessing what are risks to children's safety or wellbeing as a result of an Oxfam implemented program or activity.
- It is NOT assessing the risks that impact the implementation of an Oxfam program or activity e.g. natural disaster, civil unrest, change of government
- It is a critical process in ensuring effective and child safe programming on the ground and not something that you do as a 'tick box exercise' or just another 'compliance chore'

Why is this important?

- Child Safeguarding (CS) Risk Assessment is an effective preventative measure to keep children safe when they come into contact with or are impacted by Oxfam programs/projects, activities or Humanitarian Support.
- Conducting a Child Safeguarding (CS) Risk Assessment at the design and planning phase allows programs to be designed through a child safeguarding lens to identify risks to children as a result of coming into contact with or being impacted by an Oxfam program or activity
- By conducting a CS Risk Assessment teams can feel more confident about the program or activity being child safe when implemented in community
- You can include practical actions as part of program design and implementation planning that will greatly reduce the risk of abuse or exploitation of a child during program implementation
- It not only creates a child safe environment, but also strengthens the effectiveness and quality of the program/project to result in sustainable change in people's lives

2. THE STEPS TO CONDUCTING A CHILD SAFEGUARDING RISK ASSESSMENT

Child Safeguarding Risk Assessment is a mandatory requirement for all OAU funded programs and activities when:

- the program/project is working with or has contact with children
- or children come into contact with or are impacted by advocacy activities, campaigns, events, communication or fundraising activities

Child Safeguarding Risk Assessment is an additional requirement to the OAU requirement of all One Program staff to **manage program related risks**. However, all the medium, high and extreme rated risks that are identified in the Child Safeguarding Risk Assessment will be included in the program/project level risk registers/matrices along with mitigation/risk management plans.

HOW TO CONDUCT A CHILD SAFEGUARDING RISK ASSESSMENT:

Step 1

Determine the Level of Contact program/project/ activity will have with Children

→ **No contact or impact on children**

A Child Safeguarding Risk Assessment is not required

↓

Step 2

If program/activity involves working with or contact with children, and local partners are involved, conduct an assessment of partners child safeguarding policy and procedures

→ **Step 3**

If program/activity involves working with or contact with children conduct a Child Safeguarding Risk Assessment at the design and planning stage

↓

Step 4

From the Child Safeguarding Risk Assessment identify the medium/high/extreme risks and include these in the program/project level Risk Management Matrix or equivalent

↓

Step 5

Use the Risk Management Matrix /Risk Plan to monitor and review the child safeguarding risks

The mitigation actions should be monitored to assess whether they are effective and to identify any new, emerging or unexpected risks that arise during implementation

STEP 1: DETERMINE LEVEL OF CONTACT WITH CHILDREN

- Is the program or activity **working with children** or in **contact with children**? (See Resource Tool 1)
- Unpack the various activities planned in the program/activity/humanitarian response to determine the level of contact with children
- If **YES,** the program/activity will include activities that will involve working with children or contact with children:
  - ✓ Conduct an assessment of potential partners child safeguarding/protection policy and procedures (See Step 2)
  - ✓ Conduct a child safeguarding risk assessment of the program/project/activity as part of the Risk Analysis and Management Plan (see Step 3 for tool and guidance below)
- If **NO** there will be no contact with children – a Child Safeguarding Risk Assessment is not required

Working with children – means being engaged in an activity with children where 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 any other unpaid work.

Check the definitions provided at the beginning of the document and **Resource Tool 1**.

Contact with children – means being engaged in an activity or in a position that involves or may involve contact (direct or indirect) with children, either under the position description or due to the nature of the work environment.

This includes indirect contact such as accessing and/or managing images and stories of children, remote oral communication, written communication or electronic (online) communication.

STEP 2: PARTNER ASSESSMENT

If the program/project/activity involves working with or contact with children and local partners are involved in the delivery of the program/activity/humanitarian response, conduct an assessment of potential partners child safeguarding/protection policy and procedures.

How?

- Refer to the OAU Child Safeguarding Minimum Requirements for Partners (**https://oxfam.box.com/v/CSComplianceStandards**) to determine the CS requirements for each partner involved. This document outlines the child safeguarding mechanisms required by different types of organisations that OAU work with (partners) on programs, projects, humanitarian responses, advocacy work and campaigns to ensure compliance with the OAU Child Safeguarding Policy
- Oxfam Country Teams where OAU is the Executing Affiliate (EA) please use the OAU Partner Capacity Assessment (PCA) (**https://oxfam.box.com/v/PartnerCapAssess**). If you have already undertaken the PCA with a partner organisation(s) and a full PCA is not due for a few years, complete **Resource Tool 10** - OAU CS Checklist for Partners at the time of yearly reassessment or as part of your ongoing partner monitoring
- Other Oxfam Country Teams that are contractually engaged with OAU please ensure the completion of **Resource Tool 10** - OAU CS Checklist for Partners as part of routine partner capacity assessments and ongoing partner monitoring
- For advocacy activities, campaigns, events, communication or fundraising activities involving working with or contact with children, consider any potential partners such as other community based or international development agencies, universities, schools, youth camps/groups or government departments

Assessment to include:

For local implementing partners of in-Australia and in-country Programs:

- Does the partner have a child safeguarding/protection policy and supporting procedures that meet the OAU Child Safeguarding Minimum Standards (**Resource Tool 10** - OAU CS Checklist for Partners)?
- If not, include a plan in the Partner Capacity Building Plan on how the Country Team will support and coordinate the development of the partner's policy, procedures and capacity in order to meet the OAU CS Minimum Standards. If required, add specific clauses into the Partner Working Agreement (**https://oxfam.box.com/v/OAUPartnerWorkingAgrmt**) or equivalent document on this
- Include existing child safeguarding/protection strengths and measures the partner has in place in the assessment and how these can be strengthened further if needed. Some of these child safeguarding measures may not be included in the minimum

standards but are important to include as they reflect the local context and specific programming areas/challenges and add to the partners capacity to keep children safe.

Community based organisations funded by OAU

- What child safeguarding standards should be included in the MoU or partner agreement? (**See Section 13** in Toolkit for suggested wording).
- Have staff managing or implementing OAU funded programs/activities/events participated in child safeguarding training or engaged in child safeguarding discussions with OAU and demonstrated a commitment to child safeguarding?

Please see Working with Partners in Section 14 of the Toolkit for policy development and training resources to support partners in developing child safeguarding/protection policies and procedures.

GOOD PRACTICE EXAMPLE

Many Country Office teams are collaborating with local child focused agencies, such as Save the Children, ChildFund and Plan, to provide training to partners on developing policies and strengthening child safeguarding practices.

STEP 3: CONDUCTING A CHILD SAFEGUARDING RISK ASSESSMENT

- As a team, use the tool and guidance notes below to conduct the risk assessment to identify risks to children as a result of coming into contact with or being impacted by an Oxfam program/activity or humanitarian response
- The assessment should include the OAU Child Safeguarding minimum standards but also build upon these to assess the risk factors that are specific to the area of programming/response. For examples and further guidance see the sections below on Analysis of Risk Factors
- The CS Risk assessment can be conducted by the in-Australia/in-country Program team or/with Country Office team. It could also be conducted with partners when designing projects or during program/project planning
- Include all items with a medium, high and extreme risks rating and the mitigation actions in the program/project level risk matrix/register (see Step 4)

When do you conduct a Child Safeguarding Risk Assessment?

A CS Risk Assessment is ideally undertaken at the design or planning phase of a program/activity/humanitarian response. However, if it is not done at this phase due to valid reasons, a CS Risk Assessment must be completed in the subsequent phase of the program cycle as a priority. Remember it is better late than never.

CHILD SAFEGUARDING RISK ASSESSMENT TOOL

Program/Project/Activity Name:

Date of assessment:

PROGRAM/PROJECT ACTIVITY	ANALYSIS OF RISK FACTORS (DESCRIPTIVE)	LIKELIHOOD	CONSEQUENCE	OVERALL RISK RATING	MITIGATION – ACTION TO BE TAKEN TO REDUCE RISK	BY WHOM	BY WHEN

CONTENTS

GUIDANCE NOTES WHEN CONDUCTING A CHILD SAFEGUARDING RISK ASSESSMENT AND USING THE TOOL:

1. **Activity (Column 1) -** List the specific activities for the program/project or activity, for example: Staff will be conducting a 2-day workshop in the community as part of the project OR Consultants will be engaged to conduct feedback evaluation.
2. **Analysis of Risk Factor (Column 2) -** What are the possible risks to a child's safety or wellbeing as a result of contact with or the impact of this activity?

   Some activities may contribute to or raise the level of risk (See notes* below to guide your discussion and analysis of the Risk Factors).

   Activities need to be "unpacked" so each can be assessed for the potential risks it poses to children. Simply saying "children may be harmed" in this column does not provide sufficient analysis of the risks posed or potential harm to children.
3. **Overall Risk Rating – Likelihood and Consequence (Columns 3,4 & 5)**

   Risk is measured in terms of likelihood (being the probability of the event occurring and consequences (being the scale of impact of an event).

   Risk evaluation involves considering the risk's overall level. This allows determination of whether further actions are required to bring the risk within an acceptable level.

   The overall risk evaluation helps prioritise risks - high/extreme overall risk rating requires urgent implementation of the mitigation actions.

   (a) Rate the <u>likelihood</u> of each risk occurring, using the following rating scale.

LIKELIHOOD

1	2	3	4	5
Rare	Unlikely	Possible	Likely	Almost Certain

(b) Rate the <u>consequence</u> of each risk, using the following rating scale.

CONSEQUENCE

1	2	3	4	5
Insignificant	Minor	Moderate	Major	Catastrophic

Consequence Rating the severity of harm/abuse to a child (impact) if risk occurred (for example the likelihood of engaging a person seeking to deliberately abuse a child may be unlikely however the impact on a child would be catastrophic)

Determine the overall rating of each identified risk – whether it is **extreme**, **high**, **medium**, or **low**. To do this, identify the cell in the following table which corresponds to the consequence rating and the likelihood rating. For example, if the consequence rating is major (4) and the likelihood rating is possible (3), then the overall risk rating is "**high**".

LIKELIHOOD						
	5	high	high	extreme	extreme	extreme
	4	medium	medium	high	high	extreme
	3	low	medium	medium	high	high
	2	low	low	medium	medium	medium
	1	low	low	low	medium	medium
		1	2	3	4	5
		CONSEQUENCE				

4. **Mitigation (Column 6) –** include the actions to be implemented as part of the program/project to reduce the level of risk.

   Also include here what is already in place that is contributing to reducing the risk – including existing CS procedures and measures. However simply saying the "Child Safeguarding Policy is in place" as the only mitigation action is not an adequate measure for all identified child safeguarding risks.
5. **By Whom (Column 7) –** staff responsible for implementing and monitoring the mitigation actions.
6. **By When (Column 8) –** time frame for implementation and monitoring.

***Analysis of Risk Factor Notes:**

Some program/response/event activities are higher risk than others. Refer to **Resource Tool 12** for examples of factors that may increase the level of risk to children, either as a result of intended or unintended harm/misunderstanding. Also see **Resource Tool 13** for examples of some common risk factors in Oxfam programs/activities and suggested mitigation strategies.

It is important to remember children are not one homogenous group. Children have different levels of vulnerability and resilience and this needs to be considered when identifying risks to children. For instance, the risk posed to one group of children may not be relevant for all children in contact with the program or project.

TIPS FOR CHILD SAFEGUARDING RISK ASSESSMENT

- Use the Child Safeguarding (CS) Risk Management Steps in training sessions. Divide staff and/or partners into project teams and ask them to work through the Assessment using their program/project as the example
- As part of program/project planning and design have the team use the CS Risk Assessment as a preventative measure and include all items with a medium, high and extreme risk rating and the mitigation actions in the program/project level risk matrix/register
- When new activities are added to the program or project use a team meeting to conduct a CS Risk Assessment to look at any new risks
- As an opportunity to work with partners on child safeguarding organise a session to work through a CS Risk Assessment jointly
- Use the CS Risk Assessment for proposals and submissions to donors as evidence of how Oxfam is a child safe organisation and keeping children safe is a priority with any program or project
- Planning a community event? Use the CS Risk assessment to be able to plan the event with confidence that you can provide children, their families and the community a child safe and friendly environment on the day

USEFUL LINK:

- See the DFAT Child Protection and Safeguarding Guidance Notes for identifying risks and suggested mitigation actions in certain thematic areas. *http://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx*

There are Guidance Notes on the following programming areas:

- Child Protection in Emergencies
- Education Programs
- Health Activities
- Monitoring & Evaluation
- Recruitment and Screening
- Social Media & Use of Children's Images
- Violence Against Women Programs
- Women's Economic Empowerment

The Guidance Notes assist in identifying specific risks in those areas and suggest mitigation actions. They are applicable to Australian Programs even though they have a focus on international development programming.

See also **Resource Tool 13** – Examples of Risk Factors and Mitigation Strategies (in Oxfam programs/activities).

CASE EXAMPLES

In the Philippines for a new economic empowerment project, the Country Office team used the DFAT CP Policy framework and OAU Action Plan to assess the level of child safeguarding risk as part of the inception workshop. As the team worked through the assessment they identified that local partners would be working in community to set up child care to support parents involved in the project. The team was able to develop strategies to reduce the risk of harm to children if left unsupervised and also to create a child safe environment for children attending the child care facilities.

CASE EXAMPLES

WASH programs – example mitigation actions

- Toilets separated by gender
- Safe location of toilets and wells and adequate lighting
- Access by all children such as children with a disability, gender considerations to ensure privacy
- Include feedback from children in planning such as how far they need to walk, what is a safe or unsafe location, where they wash, where they get water from, what are their sanitary needs
- Use of facilities explained in a child friendly way
- External contractors provided with a child safeguarding briefing and asked to sign the Code of Conduct
- Community and children made aware of process to contact Oxfam if they have any concerns about the conduct of staff or contractors and their behaviour towards a child

STEP 4: IDENTIFY MEDIUM/HIGH/EXTREME RISKS

From the Child Safeguarding Risk Assessment tool identify the medium/high/extreme risks and include these in the Program/Project Level Risk Management Matrix.

Develop a Risk Analysis and Management Plan for each high and extreme level risk. See **Resource Tool 14** - Risk Management Plan template.

All relevant items from the risk assessment can also be incorporated into the team's annual Child Safeguarding Implementation Plan as appropriate for follow up.

STEP 5: MONITORING & REVIEW

Use the Risk Management Matrix and Risk Analysis and Management Plan to monitor and review the child safeguarding risks identified and whether the mitigation actions have been fully implemented.

The mitigation actions should be monitored to assess whether they are effective and provide opportunities for regular feedback on the program or activity to allow for identification of any new, emerging or unexpected risks that arise during implementation.

The Risk Management Matrix and Plan should be regularly updated during the life of the program/project.

During the program/project life cycle, or during an event or campaign, if there are challenges in timely mitigating a high child safeguarding risk that results in the risk level remaining unchanged during the program/project life cycle, or during an event or campaign, it should be escalated to the Country Director, Unit Manager or Section Director as appropriate. For example; an implementing partner is resistant to developing their own child safeguarding policy despite repeated efforts to provide support and training, or a new partner is engaged on a program that has contact with children and the partner does not have adequate child safeguarding policy or procedures in place.

If there are any significant changes to the program/project activities, or new activities are introduced, you should go back to Step 3 and conduct a Child Safeguarding Risk Assessment to consider any risks to children and implement new mitigation actions.

3. EXAMPLES OF COMPLETED CHILD SAFEGUARDING RISK ASSESSMENTS

- Country Office Teams
- Family day event held by Oxfam
- Workshop conducted in the community

COUNTRY OFFICE TEAMS

NOTE: This is adapted from a CS Risk Assessment undertaken by Oxfam Country Programs. The risk assessment was done at the Country Program level; but captures some project/activity specific risks.

ACTIVITY	ANALYSIS OF RISK FACTOR	LIKELIHOOD	CONSEQUENCE	OVERALL RISK RATING	MITIGATION – ACTION TO BE TAKEN TO REDUCE RISK	BY WHOM	BY WHEN
HIRING OF STAFF, VOLUNTEERS OR CONSULTANTS WHO WILL BE IN CONTACT WITH CHILDREN	Hiring of staff, volunteers & consultants must be in accordance with child safeguarding recruitment and screening procedures Child sex offenders could try to get access to children via volunteer positions if systems are poor and ineffective.	2 to 3 – unlikely to possible	4 to 5 – major to catastrophic	H	Implement child safeguarding recruitment procedures for hiring of staff and volunteers that include checking of references of potential new employees Ensure child protection information is ongoing with staff, volunteers through the focal person	HR and Senior managers at Oxfam and partner level	At commencement of project and on an ongoing basis
STAFF RECRUITMENT	Referees may not disclose problems or know about them May have a history of abusing children and may reoffend	2 to 3 – unlikely to possible	4 to 5 – major to catastrophic	H	Identify roles with potential contact with children Put CS Policy commitment in all JDs Child safeguarding question in interview Police and community leader check Reference checks to include whether the person is aware of any concerns about the person	All Hiring Managers with support from HR CSFP	To be done for all "contact with children/working with children" position recruitments
WORKSHOPS FOR MOTHERS	Children left unsupervised or accompany mothers to workshops Negative impact on wellbeing for child such as missing meals, not changing nappies for prolonged sessions Children, most often girl children, may remain at home to look after younger siblings and miss out on schooling	3 – possible	4 – major	H	Allow mothers to bring children to workshop Awareness on shared parenting responsibilities Awareness raising on identifying and putting in place safety plans e.g. identify community members who are better positioned to look after children Promote fathers taking on more responsibilities Seek support from village committees who have already taken on leadership role in gatekeeping in communities Better consultation and planning with women and partner when planning meetings The meals and needs of the child are taken care of during the training by ensuring that staff/mothers take enough breaks to attend to the needs of the child Flexible training hours	Project staff	To be implemented for all workshops

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ACTIVITY	ANALYSIS OF RISK FACTOR	LIKELIHOO	CONSEQUENCE	OVERALL RISK RATING	MITIGATION – ACTION TO BE TAKEN TO REDUCE RISK	BY WHOM	BY WHEN
OAU STAFF AND PARTNERS WILL BE WORKING WITH VULNERABLE CHILDREN	OAU staff and partners attempting to be involved in concerns raised on child abuse Unaware on how to respond and handle child abuse concerns and reports Lack of sensitivity and confidentiality May place children, and other colleagues at further harm	3 - possible	4 - major	H	Put in place local child protection procedures, appoint CP focal points in project offices for advice and support, report concerns in accordance to the CPP, maintain/be aware of professional boundaries	OAU staff and partners	In place and happening already on an ongoing basis
STAFF VISITING COMMUNITIES	Exposure to children in communities leading to abuse or accusation Staff alone with children Staff have access to abusing power Child abused or exploited by staff	3 - possible	4 - major	H	Have a community focal person Have a gender balance where possible Avoid having staff alone with a child Complaints mechanisms and monitoring Community feedback	All Program Managers to enforce the protocols	To be checked prior to all staff community visits
ENGAGEMENT OF PARTNER WITH LIMITED CHILD SAFEGUARDING UNDERSTANDING	Partner personnel may harm children either accidentally or deliberately Child safeguarding problems may not be addressed or reported	3 to 4 – possible to likely	4 - major	H	Provide support: • CS workshop to raise awareness • Policy development • Code of Conduct • Complaint mechanism in place for partner and community • New staff to attend Save the Children's CP training (available at no cost)	All Program Managers with support from Partner Support Unit	To be assessed through PCA process and monitor action plan every 3 months
INFORMATION MATERIAL AND TOOLS WILL BE USED TO PROMOTE CHILDREN'S RIGHTS	Information is normally pitched high and the content not relevant to African context Information is usually written in foreign language that is not spoken by parents Children at risk of physical and emotional abuse, exposed to sensitive issues	3 - possible	3 – moderate	M	Set up a process on community awareness and communication, use of reader friendly concepts and wording, socialise the process to accommodate the African context of the communities	Partner	Before disseminating information material

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ACTIVITY	ANALYSIS OF RISK FACTOR	LIKELIHOOD	CONSEQUENCE	OVERALL RISK RATING	MITIGATION – ACTION TO BE TAKEN TO REDUCE RISK	BY WHOM	BY WHEN
CONSTRUCTION & REPAIRS PRACTICES	Structures are unsafe or construction/repairs implemented without safety measures being taken into account Involving children to engage in hazardous work as contributors to family work or as labourers Physical harm Health risks, Child labour and exploitation	3 - possible	4 - major	H	Set safety measures and provide community support to follow them (Through awareness, fund, tools) Make sure the designs of the structures are child safe (Follow minimum standards)	Partner and OAU	Reviewed and enforce before the commencement of any construction and repairs activities
DISTRIBUTION OF FOOD PARCELS AND OR SELLING OF CRAFTS OR VEGETABLE PRODUCE AS PART OF RELIEF WORK	Children are asked to assist during distribution of items/ food and children are at risk of direct violence by community members affected by the disaster situations, possible stampedes due to the over-crowded nature of the camp set ups, lack of proper hygiene facilities and adult resources Physical harm Organization reputation is at stake, Exploitation and violence against children	2 - unlikely	4 to 5 – major to catastrophic	H	Maintain standards in the work with children in hazardous and high-risk situations, Identify community leaders in service delivery and provisions Strictly adhere to CS protocols if children are involved in distribution.	Partner and OAU	To be developed during activity planning
STORY GATHERING	Taking photos in improper poses or without consent Children are humiliated or endangered the self-esteem and dignity of child participants Physical harm Psychological harm Health risks, sexual abuse	3 - possible	4 - major	H	Adhere strictly to story gathering and images policy, awareness raising on story gathering techniques and images policy, ensure consent forms are available in the local languages (including disability considerations) and signed by children and or guardians	OAU and Partner staff	To be followed for all story gathering/ monitoring trips
HOME GARDENING ACTIVITIES	Risk to health of children if water accumulating and use of organic manure Health infections such as dengue and asthma	3 - possible	4 - major	H	Awareness programs for OAU and partner staff on health risk to children and prevention mechanisms Families involved in the project given awareness on this issue and asked to monitor this regularly	Partner field staff	During activity implementation
STAFF TRAVELLING TO FIELD WITH OWN CHILDREN	Lack of supervision of children. Children may injure themselves or be abused Marginalisation of other children in the community	3 - possible	3 - moderate	M	Establish working conditions on travelling with children and establish safety plans	Oxfam HR Team	

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FAMILY DAY EVENT HELD BY OXFAM

ACTIVITY	ANALYSIS OF RISK FACTOR	LIKELIHOOD	CONSEQUENCE	OVERALL RISK RATING	MITIGATION – ACTION TO BE TAKEN TO REDUCE RISK	BY WHOM	BY WHEN
CHILDREN ATTENDING WITH FAMILY	Children may at times be unsupervised and become lost Child may become distressed, harmed, injured or abused	3 - possible	3 to 4 – moderate to major	H	Lost child areas set up Oxfam staff and volunteers clearly identified when assigned to the area. Always two Oxfam staff to stay with the child. Procedure developed for managing lost children		
VOLUNTEERS ENGAGED TO ASSIST WITH RUNNING THE EVENT	Volunteers new to Oxfam and may harm a child through conduct (intended or unintended) Child may be abused or harmed by a volunteer	2 - unlikely	4 to 5 – major to catastrophic	H	All Volunteers to wear Oxfam T-shirt. Volunteers screened prior to event and sign CS Code of Conduct. Volunteers provided CS briefing on the day which includes expectation of conduct, not taking photos/personal social media, who to contact at Oxfam during the event (such as a Child Safeguarding Contact Person) if need to report a concern for a child or find a lost child		
MEDIA ATTENDANCE AT EVENT AND MAY TAKE PHOTOS OF CHILDREN OR INTERVIEW CHILDREN AND YOUNG PEOPLE ATTENDING	Children may be represented in media without parental consent or in a way that is demeaning or breach of the child's privacy	3 - possible	4 - major	H	Media provided with a briefing by Oxfam staff and asked to sign Code of Conduct Oxfam staff to accompany media to ensure informed consent obtained and to report any concerns during media interaction with children and families		
16 – 18-YEAR-OLD STUDENTS VOLUNTEERING AT INFORMATION TABLES	Students have never volunteered for Oxfam in this capacity before and may be unsure of expectations and may be exposed to harm or abuse Students may become distressed or embarrassed if provide incorrect information about Oxfam. Students may be abused or harmed by members of the public, Oxfam staff or volunteers	3 - possible	3 to 4 – moderate to major	M	Students provided 2-3 Oxfam staff contact details if they need to report any concerns. Oxfam staff to provide supervision of the students and record when arrived and left the event. Parental consent obtained prior to event with emergency/medical details and how being picked up. Students briefed on expectations for the event, handling any difficult members of the public. Opportunity for their feedback after the event		

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WORKSHOP CONDUCTED IN THE COMMUNITY

ACTIVITY	ANALYSIS OF RISK FACTOR	LIKELIHOOD	CONSEQUENCE	OVERALL RISK RATING	MITIGATION – ACTION TO BE TAKEN TO REDUCE RISK	BY WHOM	BY WHEN
STAFF WILL BE CONDUCTING A 2-DAY WORKSHOP IN THE COMMUNITY AS PART OF THE PROJECT	Staff will be in direct contact with children as they may visit parents at workshop or be present in the community Risk of staff causing intentional or unintentional harm or abuse to a child	3 - possible	4 to 5 – major to catastrophic	High	Staff to have signed and understood the Code of Conduct Staff engaged using child safeguarding recruitment & screening procedures Staff trained on child safeguarding. Staff aware of internal reporting procedures Community made aware of how they can report to Oxfam any concerns about the conduct of staff Feedback obtained from community after workshop asking if they had any concerns	CSFPs HR Project Manager	

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4. ORGANISATIONAL CHILD SAFEGUARDING RISK MANAGEMENT

OAU will ensure organisational child safeguarding risk management is monitored at the governance and leadership levels

- The OAU Board has ultimate accountability to monitor performance against policies as outlined in the Board Charter. Non- compliance of policy matters is reported quarterly to the Board
- The OAU Management Team ensures implementation of all OAU policies in Australia and in-country offices
- For Country Offices, relevant OAU staff (PfMs and CMCs) are responsible for assisting the Country Director to implement and ensure compliance of all Oxfam International and OAU policies (including the OAU Child Safeguarding Policy). In Australia, Section Directors are responsible
- Any breach of policy or identified deviation from policy is escalated to the appropriate person and captured on an organisational compliance register which would show non-compliance
- In the event of a Child Safeguarding Incident, the Program Director, Associate Director of Risk and/or Associate Director People and Culture will be notified
- All material risks relating to the Child Safeguarding Policy are discussed by the Senior Leadership Team monthly and the Risk, Compliance and Legal Report is reviewed by the Management Team and reported to the Finance Risk and Audit Committee (FRAC) and the Board on a quarterly basis

SECTION 9: CHILD SAFEGUARDING MONITORING

WHO IS THIS SECTION FOR?

TEAMS

IN-AUSTRALIA PROGRAM TEAMS (DOMESTIC, INTERNATIONAL, ADVOCACY, CAMPAIGNS & HUMANITARIAN), COUNTRY TEAMS AND PARTNERS, CHILD SAFEGUARDING FOCAL POINTS

WHAT IS IN THIS SECTION:

1. Monitoring Child Safeguarding practice
2. How is Oxfam Australia monitored?
3. How do Oxfam Australia monitor?
4. Useful prompts for Oxfam staff (in-Australia and in-country) for Child Safeguarding monitoring
5. How to Monitor

RESOURCE TOOLS:

RESOURCE TOOL 15: Child Safeguarding Monitoring Checklist
RESOURCE TOOL 16: Child Safeguarding Partners Work Plan

Cox's Bazar, Bangladesh: Khairul helps his mother pump water. Photo: Bekki Frost/Oxfam.

1. MONITORING CHILD SAFEGUARDING PRACTICE

The key processes to be covered when monitoring child safeguarding are outlined in the diagram below.

Failure to comply with Child Safeguarding Minimum Standards is a violation of OAU's duty of care to the children we are in contact or working with and also a significant risk to the organisation. Closely monitor the child safeguarding procedures, processes and practices relevant to your area of work. Make sure to notify the management of any high-level child safeguarding risks so these can be effectively followed up and addressed.

2. HOW IS OXFAM AUSTRALIA MONITORED?

OAU will be monitored on its child safeguarding policy, procedures and practices through DFAT accreditation and other internal or external audits.

OAU can also be the subject of DFAT spot checks or audits as part of the DFAT Compliance Mechanisms (see DFAT CP Policy 2017). Non-compliance with the minimum child protection standards where required may lead to suspension or termination of funding arrangements.

3. HOW DO OXFAM AUSTRALIA MONITOR?

For all Australian based program teams and Country Teams where OAU is Executing Affiliate and for Country Teams contractually engaged with OAU the following must be completed:

REPORT	TIMEFRAME	WHO NEEDS TO COMPLETE THIS?	WHO TAKES THE LEAD?	SENT TO
CHILD SAFEGUARDING IMPLEMENTATION PLAN (HTTPS://OXFAM.BOX.COM/V/OAUCHILDSAFEIMPLPLANTEMP)	Annually	All OAU in-Australia programs/teams	Child Safeguarding Focal Points	All OAU in-Australia Program Teams-Child Safeguarding Focal Points- AABD Policy and Standards Coordinator (in-Australia teams)
		All OAU funded Country Teams	Child Safeguarding Focal Points	All OAU funded Country Teams-CSFPs-PMU/HSU Contract Management Coordinator
CHILD SAFEGUARDING PROGRESS REPORT (HTTPS://OXFAM.BOX.COM/V/CHILDSAFEPROGREPTEMP)	Every 6 months	All OAU in-Australia programs/teams	Child Safeguarding Focal Points	All OAU in-Australia Program Teams-Child Safeguarding Focal Points- AABD Policy and Standards Coordinator (in-Australia teams)
		All OAU funded Country Teams	Child Safeguarding Focal Points	All OAU funded Country Teams-CSFPs-PMU/HSU Contract Management Coordinator

Country Teams are also encouraged to include any high-level risks relating to child safeguarding in the Country Quarterly Management Reports (CQMR) for greater management visibility and follow up.

Who monitors?

For all in-country and in-Australia OAU funded programs/projects/activities, the following personnel are responsible for monitoring both the development, adjustment and implementation of child safeguarding policy, procedures and practices.

In-country teams where OAU is the Executing Affiliate, the OAU Child Safeguarding Policy and OAU CS Minimum Standards apply across their work and programs (not just OAU funded programs/projects), therefore monitoring should cover all relevant aspects of their work including all programs/projects.

- OAU in-Australia personnel – this includes Portfolio Managers (PfMs) and Contract Management Coordinators (CMCs), ATSIPP, Public Policy and Advocacy and ACU Program Managers and the relevant Oxfam Trading staff, AABD team (programs section-wide analysis)
- Country Team Program Staff (Program and Operations as relevant)
- Child Safeguarding Focal Points (CS Focal Points)
- Partners (local implementing partner organisations)

4. USEFUL PROMPTS FOR OXFAM STAFF (IN-AUSTRALIA AND IN-COUNTRY) FOR CHILD SAFEGUARDING MONITORING

- Child Safeguarding monitoring should be added as a part of your routine program/project/partner monitoring. While undertaking monitoring visits Child Safeguarding needs to be added as a specific item to the ToR and reported upon
- OAU Program Management Procedure (PMP[11]) includes prompts for monitoring the implementation of Child Safeguarding Policy implementation across the program/project cycle. Various mandatory program management processes like appraisals, OPAs, partner capacity assessments, partner working agreements and progress reports within PMP are critical in promoting effective and quality child safe programming. All in-Australia and in-country personnel involved in various PMP processes should use these processes to prompt, track and document various aspects related to Child Safeguarding
- When OAU funds into programs and projects implemented by a non-EA Country Team, an assessment needs to be made about the adequacy of their respective program cycle management processes to fulfil OAU's Child safeguarding requirements. Relevant OAU staff should work with these Country Teams to address any gaps that are identified in this regard. These gaps can then be captured as action items in the Country Team's Child Safeguarding Implementation Plan and monitored through 6 monthly CS Progress Reports
- OAU's in-Australia staff (e.g. PfMs, CMCs) need to periodically liaise with in-country personnel (CSFPs, individual program/project managers) to monitor child safeguarding procedures and practices in the Country Offices. When engaging with EA or PA Country Teams, ask them to identify staff members who would be appropriate Child Safeguarding Focal Points – from both HR and the Programs team – if they haven't already done so
- Country Teams should also monitor their own processes. They should assign specific staff members to take lead of the monitoring exercise. In the Country Teams this is usually the Child Safeguarding Focal Point. While CSFPs can play a lead role in developing and adjusting CS Policies and related procedures and practices, monitoring the implementation of the Policy is a shared responsibility and should involve all relevant personnel across the team. For example, while HR team members take the responsibility for coordinating child safeguarding recruitment of staff, a program/project manager will be responsible for ensuring a robust child safeguarding risk assessment is undertaken at the design and planning phase at project level and any risks to children are appropriately mitigated throughout the life of a project they are managing
- OAU/Oxfam Country Teams must ensure all partner organisations involved with OAU funded programs and activities meet the OAU CS minimum standards for partners. Given OAU's responsibility towards beneficiaries, children and donors, it has become a contractual obligation for partners (included in all partner agreements) to develop and implement child safeguarding policy and/or procedures
- The OAU Child Safeguarding Minimum Requirements for Partners (**https://oxfam.box.com/v/CSComplianceStandards**) has been developed to meet the different operational context of partners like size, level of administrative sophistication, political sensitives and what can realistically be expected of partners to achieve in light of these considerations. **See Resource Tool 10** for the CS Minimum Standards required for partners where working with or contact with children is identified
- The aim should be to progressively build the capacity of the partner to develop, implement and monitor its child safeguarding policy and procedures independently
- In-Australia programs, advocacy, campaign and trading teams are responsible for monitoring their respective partners' child safeguarding work and whether they are meeting OAU CS Minimum Standards

11 The Oxfam Australia (OAU) Program Management procedure (PMP) is the agency's official program cycle management process for long term development, humanitarian, advocacy and campaigns programs and projects. The PMP lists the **key steps and key deliverables** at each stage of the program and project cycles and relevant policies, guidelines and processes for staff to reference.

- Oxfam Country Teams are responsible for monitoring their respective partner's child safeguarding work and whether they are meeting OAU CS Minimum Standards
- If meeting with a PA Country Team to monitor child safeguarding make sure the HR Manager or an appropriate HR staff member is present
- Include monitoring questions on child safeguarding that provide information on achievements and challenges and any solutions to those challenges the Country Team have developed
- Child Safeguarding is a process of ongoing improvement. Ask Country Teams to look at previous CS Risk Assessments and Progress Reports while developing the annual CS Implementation Plan which includes actions to meet any identified gaps
- Many teams may already have in place measures that create a chid safe environment. These strengths should be captured in monitoring even if they do not come under the OAU CS Minimum Standards
- Escalate any high risks relating to the implementation of OAU Child Safeguarding Policy to management following the appropriate internal processes like program and operational reports, team meetings, organisational risk registers etc. in a timely way

See also **Section 14** for child safeguarding self-audit tools for partners.

5. HOW TO MONITOR

A clear and simple monitoring system should be developed. It is up to the relevant country/in-Australia program team and each partner to develop a system which works best and is most effective for them.

See **Resource Tool 15** for a Child Safeguarding Monitoring Checklist that contains suggested questions to ask as part of child safeguarding monitoring.

Monitoring Multiple Partners

In- Australia teams and Oxfam Country Teams work with a number of partners. It might sometimes be difficult for the Child Safeguarding Focal Point (or other assigned staff) to monitor and keep track of progress in developing and implementing child safeguarding systems when multiple partners are involved simultaneously.

It is therefore recommended for the Child Safeguarding Focal Point (or assigned staff) to adopt the following strategy:

PARTNERS WORK PLAN	Using **Resource Tool 16** develop a Child Safeguarding Partners Work plan detailing: • Whether any activities in the program/project with the partner involve contact with or working with children; • Whether the partner has a CS Policy and procedures that meet OAU CS Minimum Standards; • The support to be provided to the partner; • When the partner is expected to achieve the CS Minimum Standards and • Any other relevant information towards meeting the Minimum Standards This will provide the Child Safeguarding Focal Point with an **overall picture of partners' progress towards meeting the Child Safeguarding Minimum Standards** and assist in organising and managing the support which has to be provided to multiple partners over a same period of time. It also allows to detect and address any challenges as they arise.
ISSUES DOCUMENT	If there are major issues or setbacks with specific partners in the development, adoption or implementation of the child safeguarding policy, procedures and practices which you feel require higher-level management interventions (for example, limited commitment, significant capacity limitations, unwillingness to collaborate, lack of resources, etc.), it is recommended to create an "Issues Document", recording specific issues and challenges you have encountered and the approach you have adopted with the partner. This document is useful when presenting the case to Oxfam Australia and ensuring that the process of support to partners remains transparent (which is important in the unfortunate event that a partnership needs to be questioned or terminated due to lack of commitment to child safeguarding standards)
DOCUMENT MANAGEMENT	Accurately file all documents related to partners, including the Child Safeguarding Partners Work plan described above (dividing them by partner name and indicating dates in the document and in the name of the document), as well as the Work plan and Issues Document. Maintaining well-organised files is important when overseeing the work of multiple partners

USEFUL LINK:

- Also see the DFAT Guidance Note on Monitoring & Evaluation. *http://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx*

SECTION 10: CHILD SAFEGUARDING IN HUMANITARIAN RESPONSE

WHO IS THIS SECTION FOR?

TEAMS

IN-AUSTRALIA PROGRAM TEAMS (INTERNATIONAL & HUMANITARIAN), COUNTRY TEAMS AND PARTNERS, OXFAM HUMANITARIAN TEAMS

WHAT IS IN THIS SECTION:

1. OAU Child Safeguarding Minimum Standards & Evidence for Emergency and Humanitarian Response
2. Child Safeguarding in Oxfam Humanitarian Responses
3. Why is Child Safeguarding important in an Emergency or Humanitarian Response?
4. Implementing Child Safeguarding in an Emergency and Humanitarian Response
5. Child Safeguarding Risks in Emergency and Humanitarian Responses
6. Review and Evaluation

RESOURCE TOOLS:

RESOURCE TOOL 17: Child Safeguarding in Emergencies/Humanitarian Response Checklist
RESOURCE TOOL 18: Common Child Safeguarding Risks & Suggested Mitigation Strategies for Emergency/ Humanitarian Responses

Cox's Bazar, Bangladesh: Recently arrived Rohingya refugees, from Myanmar, queue for a food distribution. Photo: Tommy Trenchard/Oxfam.

1. OAU CHILD SAFEGUARDING MINIMUM STANDARDS & EVIDENCE FOR EMERGENCY AND HUMANITARIAN RESPONSE

MINIMUM STANDARDS	WHAT EVIDENCE IS REQUIRED TO DEMONSTRATE THAT THIS STANDARD IS MET?
OAU Child Safeguarding Minimum Standards for Recruitment and Screening of personnel - NB: personnel includes paid staff, volunteers, consultants, interns, individual contractors • Obtain a domestic and/or international police/criminal record check prior to engagement • Compulsory Child Safeguarding Interview Question asked for all applicants • Child Safeguarding question(s) in verbal referee checks • Additional screening measures such as interview plans that incorporate behavioural-based (child safeguarding) interview questions that are specific to positions that involve working with children *Where possible all national staff to obtain a criminal record/police check and in absence of this provide a statutory declaration or local legal equivalent **See Section 3**	• Documented police check or statutory declaration before engagement • Checks must be conducted for each country in which the individual has lived for 12 months or longer over the last 5 years, and for the individual's countries of citizenship • Documented verbal referee checks • Documented request for an applicant to disclose whether they have been charged with child exploitation offences, and their response • Documented review checks when personnel have a change in circumstances • Interview plans incorporating compulsory CS Interview Question • Interview plans incorporating behavioural-based interview questions that are specific to positions that involve working with children
Oxfam staff attend a mandatory child safeguarding training session during the initial phase of the response **See Section 6**	• Training attendance records • Training agendas and timeframes for training • Materials used in training
A documented reporting procedure in place for child exploitation and abuse allegations, code of conduct and policy non-compliance, including the possible disciplinary outcomes for breaches of the policy or code of conduct. Personnel and communities need to be made aware of the reporting procedure **See Section 7**	Guidelines for managing concerns or allegations of child exploitation and abuse, and policy non-compliance Documentary evidence of: • how all personnel and partners are made aware of the reporting process and procedures (e.g. training materials, induction schedules and communications) • where the reporting procedures and reporting guidelines are made available (i.e. Policy, website, training, posters displayed in offices etc.) • documentary evidence outlining Oxfam Australia's/ Country Office's details of available sanctions Documentary evidence that personnel can raise concerns about a child's safety or wellbeing or unacceptable behaviour by personnel. (e.g. CS incident register, CS reports) Documentary evidence of how partners and the community are made aware of the policy, code of conduct and child safeguarding reporting procedure (e.g. posters, communication)
All OAU funded humanitarian preparedness and response activities to complete a child safeguarding risk assessment to identify and reduce the risk of any child being harmed as a result of program/project activities. These need to be closely monitored throughout the response **See Section 8**	• Completed project level Child Safeguarding Risk Assessments • Risk plan identifying activities and measures to reduce or remove the risk to children • Documentation that risk assessments are reviewed and updated regularly during the life of the activity • Evidence of adaptation to local context (when a different approach to standard risk controls is required)
Potential partners/contractors in contact with children have child safeguarding/ protection policy and procedures that comply with the OAU CS Minimum Requirements for Partners (**https://oxfam.box.com/v/CSComplianceStandards**) Where relevant, capacity building and support provided to partners to build on existing child safeguarding measures and develop a plan to implement child safeguarding policy and procedures **See Sections 8** and **14**	Partner Capacity Assessment to document: • an assessment of the level of compliance of a partner's child safeguarding/protection policy and procedures • a plan to support and coordinate development of compliant policy and procedures • ongoing monitoring of compliance by the partner

2. CHILD SAFEGUARDING IN OXFAM HUMANITARIAN RESPONSES

Humanitarian responses and Emergencies involve increased vulnerability for children and their families as well as increased organisational risks. In preparing for and responding to Humanitarian or Emergency Situations, Oxfam teams need to ensure that all responding personnel are aware of the OAU or Country Office Child Safeguarding Reporting Procedures.

Preparedness/Contingency Plans should include the Child Safeguarding Reporting Standards. It is recommended that child safeguarding training is included as part of the regular Emergency Response Trainings and contingency planning.

- ✓ The new DFAT Policy specifically identifies humanitarian and DRR programs as requiring specific requirements relating to Child Safeguarding
- ✓ All DFAT funded DRR and humanitarian response activities must assess child protection (safeguarding) risks, and comply with and build on the DFAT Policy's minimum child protection standards
- ✓ Risks to children must always be considered when developing humanitarian response activities

3. WHY IS CHILD SAFEGUARDING IMPORTANT IN AN EMERGENCY OR HUMANITARIAN RESPONSE?

- In an emergency, the family and community support structures are weakened and children are more exposed to abuse and exploitation, particularly when separated from family and community. It is therefore crucial that an organisation implementing emergency and humanitarian programming ensure children and young people in contact with their work are kept safe and protected
- Humanitarian organisations must hold themselves accountable to affected populations including children, national partners and donors. Child Safeguarding provides the accountability framework for keeping children safe during a response
- Oxfam has a duty of care to consider child protection risks and incorporate child safeguarding standards as part of designing and implementing an effective emergency and humanitarian program
- Children and young people come into regular and direct contact with a range of humanitarian organisations and service providers either as direct beneficiaries of the service or when accompanying parents, legal guardians, families and friends to the service. Oxfam therefore needs to ensure staff and volunteers working with or in contact with children, take into account the best interests of children and provide a child safe environment
- On many occasions, program implementing agencies expect in-kind contribution from beneficiary communities. In such scenarios, sometimes contribution from the community may negatively impact of the ability of the community to meet the rights of children such as the right of the child to education, to engage in play or recreational activities or the right to a standard of living adequate for the child's physical, mental and social development

Even though there is overlap, it is Important to distinguish between Child Safeguarding in an Emergency or Humanitarian Response (as described above) and Child Protection in Emergencies programming and services.

Child Safeguarding refers to the internal policies, procedures and practices that organisations like Oxfam will put in place to keep children safe in all their work.

UNICEF defines **Child Protection in Emergencies** as "all efforts to prevent and respond to abuse, neglect, exploitation, and violence against children in the aftermath of a disaster. It includes, as a first step, guaranteeing that children receive all the necessary humanitarian assistance that is required for their safety and wellbeing. CPiE prioritizes the fulfilment of certain rights for children in emergencies, namely those that protect children against maltreatment and ensures their survival and wellbeing".

CASE EXAMPLE

Safeguarding of children affected by emergencies is increasingly viewed as a central concern of agencies in humanitarian response.

In 2015, a devastating earthquake in Nepal, the Ebola epidemic in West Africa and conflicts raging on three continents have put children in terrible danger. Protracted and violent crises in Syria, South Sudan, Iraq and Yemen have trapped children in emergencies of the severest and largest scale. Children have been forced to flee their homes in an attempt to save their lives and their futures – becoming displaced in their own countries, living in refugee camps or making perilous journeys into Europe and other more developed regions. Never before has the world needed to respond to so many crises at once. In the wake of emergencies, children urgently require food, clean water, medicine and shelter. They also need life-saving protection from violence, exploitation and abuse.

Evidence from the many emergency responses revealed that the international community's relief response inadequately addressed safeguarding concerns. Consequently, it is no longer considered reasonable for humanitarian agencies to focus on material needs without considering the safety, dignity and rights of children and communities.

In addition to responding, reporting and referring, agencies should also take concrete steps to incorporate safeguarding into sector response programmes such as food distribution and water and sanitation. This can be achieved through designing and adapting agency activities to improve safety by reducing vulnerability to threats, and increasing the capacity of disaster-affected communities to safeguard children.

The importance of keeping children safe MUST be incorporated in all organisations at every stage of the programme cycle. (Save the Children International & UNICEF)

CASE EXAMPLE

Pacific Island nations have suffered in recent years, as a result of the devastating effects of climate change. They went through many natural disasters including frequent droughts, floods, and cyclones. Children who represent more than half of the population, are among those who suffered the most during those emergencies.

Evidence shows that displacement, separation from family, injuries and diseases are all conditions that threaten the safety and wellbeing of children in emergencies. More critically, incidences of violence, exploitation, abuse and neglect increase in the aftermath of disaster because of weakened child protection systems. Therefore, child protection in emergencies becomes imperative and an absolute priority. (Child Protection in Emergencies – A Toolkit for Practitioners in Pacific Island Countries, UNICEF Pacific, 2015)

USEFUL LINKS:

- Guidelines to implement the Minimum Operating Standards for Protection from Sexual Exploitation and Abuse by UN and non-UN Personnel - March 2013. Facilitated by the Interagency Standing Committee (IASC) Task Force on Protection from Sexual Exploitation and Abuse (PSEA). *https://interagencystandingcommittee.org/protection-sexual-exploitation-and-abuse/documents-public/guidelines-implement-minimum-operating*
- Child Protection Minimum Standard (CPMS) in Humanitarian Action. It is developed by the Child Protection Working Group within Global Protection Cluster. *www.cpwg.net/minimum-standards/*

TIPS FOR STRENGTHENING CHILD SAFEGUARDING IN HUMANITARIAN WORK

- ✓ Consider how OAU Child Safeguarding Minimum Standards will be implemented in a response as part of contingency planning including mapping out agencies/services for referrals
- ✓ Include modules on Child Safeguarding as part of Emergency Response Trainings, simulations and mock drills
- ✓ Ensure Child Safeguarding screening mechanisms are followed while creating rosters of personnel who can be deployed in the event of a humanitarian/emergency response
- ✓ Make sure staff have read, understood and signed the OAU Child Safeguarding Code of Conduct
- ✓ Include an activity that asks staff to read and discuss the OAU Child Safeguarding Code of Conduct during kick off workshops and Child Safeguarding trainings delivered by Oxfam Australia
- ✓ Where possible, link with other child focused agencies to deliver Child Safeguarding training to personnel and partners
- ✓ Undertake a Child Safeguarding Risk Assessment as part of program/project design and planning and monitor it throughout the life of the initiative
- ✓ Develop a CS Implementation Plan to outline specific actions, responsibilities and timeframes for implementing CS Minimum Standards and report against the plan every 6 months

4. IMPLEMENTING CHILD SAFEGUARDING IN EMERGENCY AND HUMANITARIAN RESPONSE

It is more effective to develop Child Safeguarding measures prior to the occurrence of an emergency or humanitarian response to ensure better safeguards to children during the response.

See Resource Tool 17 - Child Safeguarding in Emergencies/Humanitarian Response Checklist to incorporate child safeguarding into contingency planning, emergency response trainings and during response.

The Checklist can also be used to identify specific actions to be included in the OAU Child Safeguarding Implementation Plan.

Whether Oxfam leads on implementing child safeguarding, or works on these measures with other agencies within clusters, the Checklist is provided as guidance to incorporate child safeguarding into planning and during response.

USEFUL LINKS:

- Safeguarding Children in Emergencies – A Pocket Guide Keeping Children Safe. *https://www.keepingchildrensafe.org.uk/sites/default/files/KCS%20emergency%20pocket%20guide.pdf*
- Child Protection in Emergencies – A Toolkit for Practitioners in Pacific Island Countries. *https://www.unicef.org/pacificislands/resources_10989.html*
- To Serve with Pride DVD – *www.pseataskforce.org*

5. CHILD SAFEGUARDING RISKS IN EMERGENCY AND HUMANITARIAN RESPONSES

A Child Safeguarding Risk Assessment must be conducted to identify the possible risks to children as a result of coming into contact with Oxfam Australia emergency and humanitarian response activities.

To conduct a child safeguarding risk assessment as part of preparedness or planning, see Section 8 for guidance and templates.

Mitigation actions and strategies can then be developed to remove risks or significantly reduce the opportunity of a child being harmed.

See Resource Tool 18 for factors that may raise the level of risk of a child being harmed, abused or exploited in an emergency or humanitarian response and suggested mitigation strategies.

USEFUL LINK:

- See the DFAT Guidance Note Child Protection in Emergencies for further risks and mitigation strategies. *http://dfat.gov.au/international-relations/themes/child-protection/Documents/Child%20Protection%20in%20Emergencies.pdf*

6. REVIEW AND EVALUATION

Ensure that all humanitarian programs have monitoring mechanisms focused on child safeguarding to evaluate whether OAU Child Safeguarding minimum standards are being implemented, and to identify any new child safeguarding risks that may emerge and address those emerging risks.

Ensure the development of a CS Implementation Plan that clearly identifies actions to implement OAU CS Minimum Standards and report against this. Make sure that project reports include information on child safeguarding performance.

USEFUL LINK:

- See DFAT Guidance Note – Monitoring and Evaluation. *http://dfat.gov.au/international-relations/themes/child-protection/Documents/Monitoring%20and%20Evaluation.pdf*

SECTION 11: USE OF CHILDREN'S IMAGES AND ONLINE PARTICIPATION BY CHILDREN

WHO IS THIS SECTION FOR?

EVERYONE

WHAT IS IN THIS SECTION:

1. OAU Child Safeguarding Minimum Standards for Use of Children's Images and Online Participation
2. Why Child Safeguarding is Important
3. OAU Guidelines Regarding Images and Messaging Around Children
4. Obtaining Informed Consent
5. Risks to Children when using images or when they are involved with OAU activities online/ social media
6. External Photographers, Videographers, Media, Filmmakers
7. OAU activities involving Online Participation by Children

RESOURCE TOOLS:

RESOURCE TOOL 19: Risk matrix for assessing images of children
RESOURCE TOOL 20: Child Friendly Informed Consent Form (Example)
RESOURCE TOOL 21: Child Safeguarding Brief to External Media
RESOURCE TOOL 22: Checklist for Online Participation by Children

Bekaa Valley, Lebanon: Hannan with her three children at an informal settlement for Syrian refugees. Photo: Sam Tarling/Oxfam.

1. OAU CHILD SAFEGUARDING MINIMUM STANDARDS FOR USE OF CHILDREN'S IMAGES AND ONLINE PARTICIPATION

MINIMUM STANDARDS	RELEVANT POLICIES AND PROCEDURES
When photographing or filming a child or using children's images for work-related purposes (across all channels and mediums) follow the relevant Oxfam policies and guidelines referenced here.	• OAU Ethical Images and Stories Policy (**https://oxfam.box.com/s/5vlp99nyvq0v7xg5mgv9m0ngdd59kwjb**) • OAU Ethical Content Guidelines (**https://oxfam.box.com/s/ipumet4hpyxki3lnpluscdg1x7vxvukx**) • OI Responsible Program Data Policy (**https://oxfam.app.box.com/file/140589590062**)
Informed consent must be obtained from children involved in OAU research or evaluations	• OAU Informed Consent Verbal Consent Checklist (**https://oxfam.box.com/s/cvt6vd2q7k0x5q09x66rf7fjjzc7ae8e**)
Country Teams (EA and PA) to follow the principles of the OAU Child Safeguarding Policy when collecting stories, interviews, photos, videos and images for OAU	• OAU Child Safeguarding Policy (**https://oxfam.box.com/v/ChildSafePol**)
Use by personnel of information and communication technologies such as Internet, websites, social networking sites, and digital photography does not put children at risk	• OAU HR 206 Social Media User Policy (**http://intranet.oxfam.org.au/policies/hr**)

- Oxfam Australia must also comply with the DFAT Child Protection Policy 2017 and the ACFID Code of Conduct in the collection and use of children's images.

2. WHY CHILD SAFEGUARDING IS IMPORTANT

Children have a right to be safe, a right to privacy and a right to be portrayed in a dignified and respectful way when included in images or stories used by OAU.

In recent years the international development and Australian community sectors have moved away from using images of children in marketing or promotional materials that show children extremely ill, malnourished or distressed.

Whilst it is recognised that organisations need to inform the public about the desperate situation many children and their communities find themselves in, particularly after natural disaster or conflict, the rights of the child must also be a prime consideration.

- Obtaining informed consent from both children (if old enough to understand) and parents/guardians is an important factor. Parents may feel pressured to provide consent to NGOs as they believe this will help them to obtain assistance. Also, parents in a desperate situation often feel disempowered and agree to an image of their child being used due to the power imbalance between themselves and the photographer.
- Can a young child provide informed consent to an image of him/herself that shows the child alone in a conflict zone, afraid and extremely distressed? These images may go across the world and appear on billboards for the next 10 years. Would a child agree to this?
- In some situations, children have provided interviews speaking about political, cultural or criminal issues, where their personal details have been revealed and they have faced severe retribution from adults as a result of being identified. Or their lives have been put at risk by those wanting to silence them.
- Unfortunately, in rare cases child sex offenders have used details such as a child's name, school or village and located the child and family under the false claim they are working for a NGO the child has been in contact with. They use this connection to establish trust and authority with the child and family with the intent to abuse the child.

For these reasons and many more, policy and standards have been put in place to assist organisations represent children in a way that protects their rights and keeps them safe.

Ask yourself: Would I want my own children represented in this way?

RESOURCE TOOL 19:

Risk Matrix for assessing images of Children. Use this as a guide for assessing images for use by Oxfam to ensure the rights of the child are upheld and for some practical examples.

3. OAU GUIDELINES REGARDING IMAGES AND MESSAGING AROUND CHILDREN

These Guidelines apply across Oxfam Australia.

Any communications we produce, whether printed or digital, should adhere to the following:

- Oxfam Australia will safeguard children when photographing, filming or interviewing a child or using children's images and stories for work related purposes across all channels and mediums
- Children will be portrayed in a dignified and respectful manner, taking care that the context is relevant to Oxfam's work, they are adequately clothed, their body position is appropriate and does not represent them in a vulnerable, submissive or sexually suggestive manner
- Change children's first names while using the images to protect their privacy
- Do not use children's surnames
- Do not use village names or school names or any other specific locations references that might identify where a child lives (you can use province name)
- Do not publish images where you can clearly see the name of the school or village or any other information which would give away the specific location
- Do not publish surnames of family members of the children
- Do not take or publish images of children where you can clearly see nipples or genitals – see the **OAU Ethical Content Guidelines** (**https://oxfam.box.com/s/ipumet4hpyxki3lnpluscdg1x7vxvukx**) for a description of what is "adequately clothed" when photographing children

Any questions about these Guidelines should be referred to the Content Manager at Oxfam Australia.

The Content Manager will make the final call regarding images and messaging around children where there is a difference of opinion about whether the image or story should be used.

4. OBTAINING INFORMED CONSENT

- Please refer to the OAU Ethical Content Guidelines (**https://oxfam.box.com/s/ipumet4hpyxki3lnpluscdg1x7vxvukx**) for the procedures for obtaining informed consent from children and if under 18 years of age, from parents and guardians as well.
- Use the OAU Informed Consent Verbal Consent Checklist (**https://oxfam.box.com/s/cvt6vd2q7k0x5q09x66rf7fjjzc7ae8e**)

The informed consent of the child's parents/guardians must be obtained if the child is under 18 years of age. This includes consent from a parent to include his/her baby in an image taken of the parent.

The informed consent of the child should be obtained if the child has the capacity and is at an age/stage of development whereby he/she can provide informed consent. **See Resource Tool 20** - Child Friendly Informed Consent Form.

Children often feel a power imbalance between themselves and adults. Take this into consideration when obtaining informed consent from a child and let them know it is ok to not provide consent.

Show the child pictures of how the image may be used – for instance a picture of a computer for the Internet/Oxfam website, a billboard, a brochure, TV or gift card. Ask them if they want to say no to any of these mediums.

Provide opportunities for children to be photographed looking straight into the camera and in positive and empowering situations. Ask children themselves how they would like to be represented and in what context.

INFORMED CONSENT CHECKLIST

- Has consent been obtained? Is it informed? If not, Oxfam cannot use the material
- Could publication be harmful to the person portrayed? Consider the sensitivities surrounding disclosing the identity of the person (for example police attention, family relations, stigmatisations or violent retributions from people in power)
- Have you given the person an option not to appear in your photo/film? Do they know how not to appear (for example through creative photography, using an alias, restricting publication to a particular region or context?)
- If there is a real risk to a person, do not take or use the photo (this is particularly important if the person is a child or vulnerable adult)

USEFUL LINK:

- The Practicalities of Informed Consent in Development Photography, Save the Children. *https://bangladesh.savethechildren.net/sites/bangladesh.savethechildren.net/files/library/The%20Practicalities%20of%20Informed%20Consent%20in%20Development%20Photography.pdf*

For more information on informed consent and on how to obtain informed consent, see OAU Ethical Content Guidelines (https://oxfam.box.com/s/ipumet4hpyxki3lnpluscdg1x7vxvukx).

RESOURCE TOOL 20:

Child Friendly Informed Consent Form (Example)

5. RISKS TO CHILDREN WHEN USING IMAGES OR WHEN THEY ARE INVOLVED WITH OAU ACTIVITIES ONLINE/SOCIAL MEDIA

See Section 8 for conducting a child safeguarding risk assessment. Your team should use this process prior to planning an event or activity that involves the use of children's images or stories, or children participating in an online environment.

The list below provides some possible risks to children (not an exhaustive list)

- Staff/volunteers/consultant handling images and personal details of children have not undergone child safeguarding recruitment and screening minimum standards
- Children using the internet and social media platforms as part of an OAU activity
- Children's rights to protection, privacy and dignity are infringed and their vulnerability increased due to being pictured in undignified ways
- Personnel not aware of gender, local, and cultural contexts when taking images of children
- Staff member asked to obtain photos on their visit and not provided training on safe use of children's images and stories
- Images published on social media that are misused or used in the production of child exploitation materials
- Children are exploited or abused by a photographer
- Children are contacted or located by an offender because of disclosure of personal identify and location in a photo
- Geotagging functions on still or video camera or mobile phone reveal the location of a child
- Images obtained from Affiliates or partners that do not meet the OAU CS Minimum Standards or OAU policy and guidelines
- OAU volunteers under 18 years make their own video to put on social media sites about their time at Oxfam
- Youth ambassadors agree to be interviewed by media and unintentionally provide personal information that may result in them being harmed or punished

What would be the mitigation actions you would put in place to remove the risk or reduce the opportunity for a child to be harmed?

For example, provide children with a briefing on what the media or an interviewer may ask and let them know they should speak up if they want to remove anything they have said mistakenly.

USEFUL LINK:

- See DFAT Guidance Note – Images and Social Media for identifying risks and suggested mitigation actions. *http://dfat.gov.au/international-relations/themes/child-protection/Documents/Images%20and%20Social%20Media.pdf*

6. EXTERNAL PHOTOGRAPHERS, VIDEOGRAPHERS, MEDIA, FILMMAKERS

As part of the Terms of Reference for photographers etc. it must state they agree to comply with the OAU Ethical Content Guidelines and OAU Ethical Images and Stories Policy.

They should also sign the OAU Child Safeguarding Code of Conduct and be provided with a briefing about OAU child safeguarding requirements. OAU staff should always supervise a photographer etc. when interviewing, photographing or filming children.

Let children and the communities know they should contact Oxfam Australia or the Country Office if they have any concerns about the conduct of external photographers etc. towards a child.

RESOURCE TOOL 21:

Child Safeguarding Brief to External Media

7. OAU ACTIVITIES INVOLVING ONLINE PARTICIPATION BY CHILDREN

RESOURCE TOOL 22:

Checklist for Online Participation by Children when planning online activities, for example when children will be involved in Digital Campaigns and Online Competitions

USEFUL LINK:

- AIFS Online Safety Resource Sheet. *https://aifs.gov.au/cfca/publications/online-safety*
- Office of the eSafety Commissioner (Australia). Resources for children and young people and to report cyberbullying or illegal content. *https://www.esafety.gov.au*
- UNICEF Children's Guide to Online Safety. *https://www.unicef.org/eapro/SafeWeb4Kids.pdf*
- A review of the research on children and young people who display harmful sexual behaviour online, NSPCC 2016. *https://www.nspcc.org.uk/services-and-resources/research-and-resources/2016/review-children-young-people-harmful-sexual-behaviour-online/*

SECTION 12: INVOLVING CHILDREN IN CREATING CHILD SAFE ENVIRONMENTS & CHILD PARTICIPATION

WHO IS THIS SECTION FOR?

TEAMS

IN-AUSTRALIA PROGRAM TEAMS (DOMESTIC, INTERNATIONAL, ADVOCACY, CAMPAIGNS & HUMANITARIAN), COUNTRY TEAMS AND PARTNERS, PUBLIC ENGAGEMENT

WHAT IS IN THIS SECTION:

1. Introduction
2. Child Participation and the Convention on the Rights of the Child
3. Children contributing to making Oxfam a child safe organisation – developing child friendly feedback and complaints mechanisms
4. Child participation overview – incorporating chid participation into programs and activities
5. Child Safeguarding for Children involved in research and evaluation

RESOURCE TOOLS:

RESOURCE TOOL 23: Oxfam Child Safe Poster for Children
RESOURCE TOOL 24: Oxfam Child Friendly Feedback Form (Example)
RESOURCE TOOL 25: Guidelines for Interviewing Children for Research or Evaluation (Save the Children)
RESOURCE TOOL 26: Checklist for Child Safeguarding in data collecting

NB: See Section 11 for Use of Children's Images and Online Participation by Children (including child friendly consent forms)

Mozambique: Salvadore sits with a toy car he made. Matthew Willman/OxfamAUS.

1. INTRODUCTION

As a child safe organisation, the voice of children is a key child safeguarding measure. Children are able to provide unique insights into how organisations can make them feel and be safe. Providing opportunities for children to give feedback on programs and activities, developing child/youth friendly complaints mechanisms or seeking their input into the design of a campaign or event strengthens the child safe environment.

Even though Oxfam is not a child focused agency, where teams see an opportunity to include the participation of children they should consider ways in which this can be done.

- ✓ Adopting a child strengths approach where children and youth are asked for solutions, contributes to a child safe organisation
- ✓ Effective and sustainable safeguarding of children can only be achieved through listening to children

2. CHILD PARTICIPATION AND THE CONVENTION ON THE RIGHTS OF THE CHILD (CRC)

Article 12 of the CRC states the right of a child to be heard and be taken seriously

- This is an entitlement – not a privilege

Other Articles recognise the child as a social actor:

- Free Expression of Opinion – Article 12

The child's right to express an opinion in matters affecting the child and to have that opinion heard

- Freedom of Information – Article 13

The right to seek receive and impart information through any media

- Protection of Privacy – Article 16

The right to protection from arbitrary or unlawful interference with privacy, family, home, or correspondence, or attacks on honour and reputation.

In all child participation activities, the best interests of children must be the primary factor in making decisions that affect them. Adults must consider the impact their decisions and actions may have on children. (Article 3)

The right to participate

- Every child is capable of forming a view and has the right to express that view
- The right to be heard extends to all matters of concern to the child, including protection
- Children as individuals and as a group must have a voice
- Children must be given space, information and an opportunity to express views, consistent with their evolving capacities
- Child's views must be taken seriously in accordance with their age and maturity
- Children need information on their rights in order to express their views (see child friendly version of the CRC) **https://www.unicef.org/rightsite/files/uncrcchilldfriendlylanguage.pdf**

The balance between Child Participation and Child Safeguarding

Children are never responsible for their own safeguarding (protection from abuse and exploitation) however by promoting child participation we give children a voice and send a message that we take them seriously.

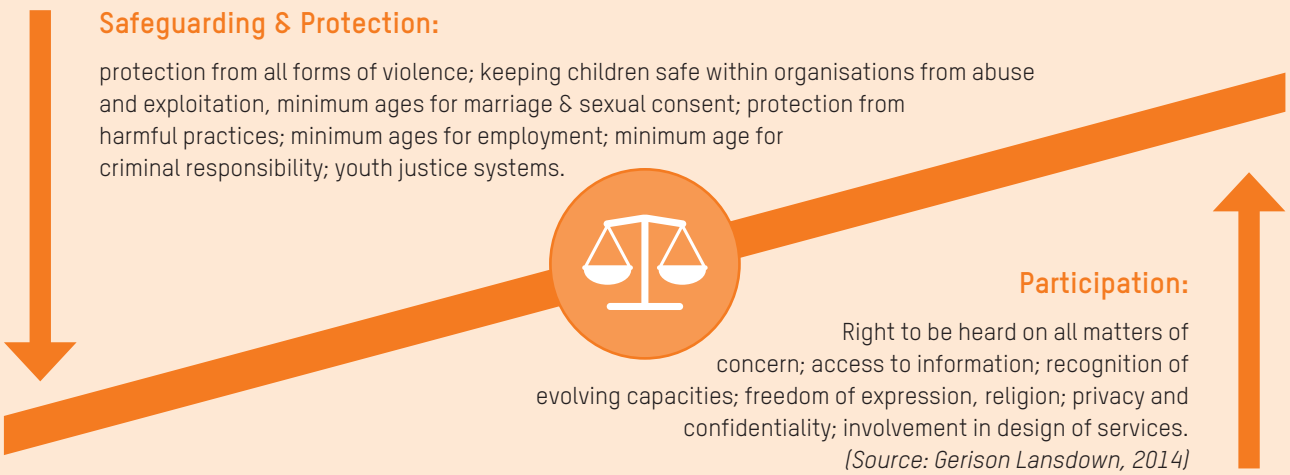
For children, knowing they can speak up and will be taken seriously by adults is fundamental to child safeguarding.

Many children say they do not tell anyone they are being abused because they feel they will not be believed.

This is why child participation is so important in the protection of children.

See the diagram on the next page for a visual representation of this balance.

BALANCE WITHIN THE CRC



3. SETTING UP CHILD-FRIENDLY FEEDBACK AND COMPLAINTS MECHANISMS

Children rarely speak up about abuse or violence against them. If we provide the mechanisms, trusted adults and a safe environment then we increase the likelihood that children will let us know when they are being harmed or feel unsafe. (**See Section 7** for managing a disclosure (when a child tells someone he/she is being abused) of abuse by a child).

There are many ways in which children can have a voice in creating a child safe and friendly environment. This includes child/youth friendly reporting or complaints mechanisms, feedback opportunities and contributing to program or activities designs.

See the list of suggestions below and discuss in your team how you can include children as part of child safeguarding at Oxfam.

The examples should be adapted to fit the local cultural, community and social context, language and age/development of the children.

(i) Children should be informed how to raise a concern. Develop a child friendly poster encouraging children to speak up if they are worried about their safety or wellbeing. The poster can be put up at any location and can be translated. Include images and clear child friendly language. See example poster – **Resource Tool 23**

The poster can provide details of the Child Safeguarding Focal Point that the child or his/her parent/caregiver can use to contact Oxfam.

Example wording includes:

- You have a right to be safe at all times
- If you feel worried or upset at the way an Oxfam worker has treated you or spoken to you please let us know by ....
- If a staff member or volunteer has made you feel unsafe, has harmed or threatened to harm you, upset you or said something that has embarrassed or humiliated you please let us know
- If you are being harmed/abused or worried that another child is being harmed you can let someone at Oxfam know
- We will listen and take you seriously.
- You are doing the right thing by telling someone you trust

(ii) Have a suggestion box where children can write down their ideas and suggestions for the activity they are involved in. Provide a standard template they can write on and they do not have to provide their name. They can also let you know about any concerns/complaints they have through the suggestion box.

(iii) Appoint Child Safeguarding Focal Points/Contact Staff for events or activities that involve contact with children. A T-shirt or badge should identify the Contact staff. You could call the Focal Points "Child Safe Officers" for example and let children know they should speak to them if they have any concerns.

(iv) When designing a program, activity or event that involves children, form a small focus group to obtain their input and ideas. This could be online or in person. Make sure you consider whether you should provide opportunities for just girls or boys to meet as separate groups, how children with disabilities can contribute equally and the group is facilitated in a culturally appropriate way.

Let the children know that not every idea can be used however you will consider all input. Provide the group with feedback on how their ideas have been incorporated. You can also ask the group what makes them feel safe/unsafe when participating in similar activities. Ask for their ideas and solutions on what would help them feel safer, especially when working cross culturally.

(v) For activities involving direct participation by children, ask them to develop their own set of guidelines or code of conduct for how they would like to participate as individuals and in their interactions with each other.

(vi) Develop a child friendly feedback form for activities. Ask the children questions such as what they liked best about the activity, what they liked the least, whether they felt happy/safe and if not why not etc. You can use images such as sad and happy faces for young children to tick in the form. See **Resource Tool 24** – Oxfam Child Friendly Feedback Form. Questions can include:

- ✓ What do you like about the activity you are involved in?
- ✓ What don't you like?
- ✓ What could be done to improve the activity?
- ✓ Do you feel happy and safe when you are involved in the activity?
- ✓ Is there anything that made you feel unhappy or unsafe?
- ✓ What do you like about the staff/volunteers?
- ✓ Do you have any worries about the way the staff/volunteers treat you or your friends?

(vii) Organise a group talk after an activity where children/youth can provide their feedback. Make sure you provide a child friendly environment where they feel comfortable and let them know there are no right or wrong answers. You are interested to hear from them to keep improving the activity. Make sure you provide the children/youth with all the information and clear instructions they will need to prior to participating in this activity.

(viii) Create an activity specific Child Safe email address (or use the Child Safeguarding Delegate email **childsafeguarding@oxfam.org.au**) for children to use during and after an activity to provide comments, suggestions and any concerns. Make sure every email is responded to as soon as possible and have at least two staff members supervise the email communications between staff and the children.

The requirement to have two staff members supervising is to ensure all email communications are safe, child friendly and accountable. Having two staff members removes the risk of a person using the established email communications to groom a child via conversations and contact online, with the intent of abusing him/her. Further, two staff members can provide accountability for each other where communication may be misconstrued or there is a misunderstanding between staff and a child.

(ix) If you have staff that are appropriately skilled, you can provide information for children on how to increase their involvement in their own protection as part of the program/activity outputs. See Plan International's Sticks and Stones: A Training Manual for Facilitators on How to Increase the Involvement of Children in their Own Protection.

USEFUL LINKS:

- Plan International's Sticks and Stones: A Training Manual for Facilitators on How to Increase the Involvement of Children in their Own Protection. *https://plan-international.org/publications/sticks-and-stones*
- See Victorian Education and Training Feeling Safe Fact Sheets for Primary and Secondary School Students for examples of information to children about keeping safe and what to do if someone is hurting them (in family, school or in the community. *http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx*

Culturally Safe Environment for Children

A culturally safe environment is where children feel safe, and draw strength in their identity, culture and community.

Cultural safety respects and encourages a child's sense of identity. A culturally safe environment is one where there is shared respect, knowledge and meaning and there is a recognition of cultural identity.

Practices to create a culturally safe environment for children include the self-awareness of staff of the power dynamics of cross-cultural interaction as well as working in partnership with Elders and their engagement in activities and forming respectful relationships with the community.

For more information see:
Aboriginal and Torres Straight Islander Children's Cultural Needs
https://www.snaicc.org.au/wp-content/uploads/2015/12/02932.pdf

4. CHILD PARTICIPATION OVERVIEW – INCORPORATING CHILD PARTICIPATION INTO PROGRAMS AND ACTIVITIES

Child participation should only be incorporated if it can be done in a way that is meaningful and beneficial to the children or young people involved. Child participation must be:

- Voluntary (informed consent)
- Inclusive (consider gender, culturally appropriate, children with a disability)
- Safe (Child Safeguarding Risk Assessment – **see Section 8**)
- Based on a child rights approach (see levels of participation)

There are Levels/Approaches to Participation – activities can start at any level to include child participation, with the aim to work towards child led participation.

CONSULTATIVE PARTICIPATION	• Adult initiated • Adult led • Recognises the value of children's perspectives and experience
COLLABORATIVE PARTICIPATION	• Adult initiated • Involving partnership with children • Empowering children to influence both process and outcomes • Allows for increasing levels of self directed action over time
CHILD LED PARTICIPATION	• Issues of concern identified by children themselves • Adults serve as facilitators rather than leaders • Children have control over the process

	CONSULTATIVE	COLLABORATIVE	CHILD LED
FINDING OUT WHAT THE PROBLEMS ARE	Children are asked to give their views	Children are asked to contribute to the process of finding out what problems they face in life	Children undertake their own research with other children to identify issues of concern
DECIDING WHAT TO DO	Planning takes account of issues raised by children	Children are involved in deciding what programmes to prioritise and develop	Children decide for themselves what issues they want to work on
TAKING ACTION	Children are invited to take part in the programme	Children work with adults to design and implement the programme	Children manage the programme and have responsibility for its implementation
MEASURING WHAT HAPPENED	Children are consulted on whether they think the programme achieved what it planned to do	Children work with adults to decide how to evaluate the programme	Children determine what should be evaluated and, with adult support, undertake the evaluation of the programme
ACTING ON FINDINGS	Children invited to suggest responses to the findings	Adults involve children in the implications of the findings and explore next steps	Children reflect on the findings and make proposals for next steps

(Source: Gerison Lansdown, 2014)

CASE EXAMPLE

ACTIVE CITIZENSHIP PROJECT

Young people worked in strategic alliance with government and churches influencing decisions on youth focused issues. The project used a participatory, decision-making and advocacy approach.

Using the information above and resources listed below, consider how child or youth participation can be incorporated into programs, projects and activities.

Conduct a child safeguarding Risk Assessment for all programs and activities involving child participation. See Section 8 for guidelines and template.

Child participation should also be monitored to ensure it is meeting the key principles of being voluntary, inclusive, safe and achieving meaningful and positive outcomes for children and youth.

USEFUL LINKS:

- ACFID Child Rights Community of Practice Child and Youth Participation Workshop – drop box for resources. *https://www.dropbox.com/sh/0ej7bfh6d14m5gt/AABnoCEPX76ksquZuPSowJlNa?dl=0*
- Putting Children at the Centre – A Practical Guide to Children's Participation, Save the Children. *http://www.savethechildren.org.uk/sites/default/files/docs/Putting_Children_at_the_Centre_final_%282%29_1.pdf*
- Toolkit for monitoring child participation: Available at: *http://www.savethechildren.org.uk/resources/online-library/toolkit-monitoring-and-evaluating-childrens-participation*

5. CHILD SAFEGUARDING FOR CHILDREN INVOLVED IN RESEARCH AND EVALUATION

In all areas of Oxfam's work there will be opportunities for children to be involved in research or data collection, such as in partnerships with Universities, or as part of monitoring and evaluation processes when working in communities.

Below are a number of guidelines to incorporate child safeguarding into research and evaluation involving children. Provide these to consultants if they are conducting the research or evaluation. See also the OAU Ethical Content Guidelines (**https://oxfam.box.com/s/ipumet4hpyxki3lnpluscdg1x7vxvukx**).

RESOURCE TOOL 25:

Guidelines for Interviewing Children for Research or Evaluation (Save the Children)

USEFUL LINKS:

- Guidelines for Interviewing Children, Plan International (https://oxfam.box.com/s/ipumet4hpyxki3lnpluscdg1x7vxvukx)
- What We Know about Ethical Research Involving Children in Humanitarian Settings An overview of principles, the literature and case studies, UNICEF - Innocenti Working Paper 2016. *https://www.unicef-irc.org/publications/849/*
- Australian Market and Social Research Society (AMSRS) Guidelines for Interviewing Children. *https://www.amsrs.com.au/industrynews/amsrs-guidelines-for-interviewing-children*

Use of Personal Data

The personal data and information of children needs to be protected to ensure it is not used to abuse or exploit a child. The following standards should apply:

- All data is stored securely
- Access to data is restricted to a small/controlled number of staff
- The data is only used for the purposes for which informed consent was given and then destroyed. No one should retain or use this information to contact the child/family for any other reasons
- Personal information on children should never be used in ways that allow the child to be identified (e.g. publicity material must not give a child's full name and address)
- Any local data protection legislation is fully complied with

RESOURCE TOOL 26:

Checklist for Child Safeguarding in data collecting

SECTION 13: INCLUDING CHILD SAFEGUARDING IN AFFILIATE & PARTNER CONTRACTS/ AGREEMENTS/MOUS

WHO IS THIS SECTION FOR?

TEAMS

IN-AUSTRALIA PROGRAM TEAMS (DOMESTIC, INTERNATIONAL, ADVOCACY, CAMPAIGNS & HUMANITARIAN), COUNTRY TEAMS AND PARTNERS, CHILD SAFEGUARDING FOCAL POINTS

WHAT IS IN THIS SECTION:

1. OAU Child Safeguarding Minimum Standards & Evidence for Affiliate & Partner contracts and agreements
2. Introduction
3. Partnering with Oxfam affiliates
4. In-Australia partners – partnering with local organisations: NGOs, CBOs, youth organisations, government partners, universities and research
5. Country Teams and local implementing partners
6. Trading Partners

RESOURCE TOOLS:

RESOURCE TOOL 27: Example of Child Safeguarding clauses for inclusion in MoUs or Terms of Reference for non-funded partners (e.g. networks, universities)

Oecusse, Timor-Leste: Children smile in a village in Timor Leste's where Oxfam is supporting families with livelihood programs. Photos: Vlad Sokhin/Panos/OxfamAUS.

1. OAU CHILD SAFEGUARDING MINIMUM STANDARDS & EVIDENCE FOR AFFILIATE & PARTNER CONTRACTS AND AGREEMENTS

MINIMUM STANDARDS	WHAT EVIDENCE IS REQUIRED TO DEMONSTRATE THAT THIS STANDARD IS MET?
All contracts and agreements with Oxfam Affiliates and Country Teams include expectations around fulfilling OAU CS Minimum Standards	• Oxfam Affiliate Contracts and Agreements that include OAU CS Minimum Standards
Child Safeguarding provisions- minimum standards and expectations for implementation are clearly articulated in contracts (Partner Working Agreements (PWA), letters of agreement) with implementing partners and MoUs/agreements with all partners such as universities and trading partners	• PWAs, letters of agreements, Memorandum of Understanding (MoUs), contracts include child safeguarding clauses
All partner organisations involved with OAU funded programs and activities meet the OAU CS Minimum Standards for Partners	• Completed OAU PCAs and/or OAU Child Safeguarding Checklists for Partners (**Resource Tool 10**)

2. INTRODUCTION

As part of raising awareness in child safeguarding, and to also ensure partners meet minimum standards for child safeguarding, it is important Oxfam partner agreements and MoUs include child safeguarding clauses where the program or activity involves contact with or working with children.

Including child safeguarding clauses in agreements and contracts governing partnerships is also an opportunity to discuss and promote child safeguarding with partners and share knowledge in this area. Both Oxfam and partners can start a program or activity having mutual understanding and agreement on key child safeguarding standards to keep children safe.

Including child safeguarding meets many of Oxfam's partnership principles for building effective and accountable partnerships, for example transparency and mutual accountability and commitment to shared learning.

Development effectiveness and sustainability is significantly increased when risks to the safety and wellbeing of children are removed or reduced.

3. PARTNERING WITH OXFAM AFFILIATES

All agreements that OAU has with Oxfam Affiliates and Country Offices (Oxfam Project Agreements-OPAs) will include clauses that clearly communicate OAU's child safeguarding requirements.

See OAU OPA templates for the latest Child Safeguarding clauses.

4. IN-AUSTRALIA PARTNERS – PARTNERING WITH LOCAL ORGANISATIONS: NGOS, CBOS, YOUTH ORGANISATIONS, GOVERNMENT PARTNERS, UNIVERSITIES AND RESEARCH

- All MoUs, partner agreements/contracts or Terms of Reference documents relating to the delivery of OAU funded activities should include child safeguarding clauses
- As part of the initial discussions with the partner, it is important to introduce child safeguarding and the importance Oxfam places on keeping children safe in all areas of work
- There may also be local legislative requirements regarding child safe standards, for example the Victorian Child Safe Standards, and Oxfam should ensure organisations have these standards in place as well as the OAU CS Minimum Standards

- If a partner is not willing to agree to child safeguarding clauses an assessment should be made as to whether OAU should continue with the partnership given the risk to the safety or wellbeing of children
- For all funded partnerships, the OAU Partner Working Agreement (PWA) (**https://oxfam.box.com/v/OAUPartnerWorkingAgrmt**) template is used to formalise the relationship and it contains Child Safeguarding clauses that fulfil OAU Policy requirements
- For non-funded partnerships, **see Resource Tool 27** for some suggested wording for Child Safeguarding clauses to include in MoUs or Terms of Reference documents

5. COUNTRY TEAMS AND LOCAL IMPLEMENTING PARTNERS

- Country Teams where OAU is Executing Affiliate need to use the Oxfam Partner Working Agreement (**https://oxfam.box.com/v/OAUPartnerWorkingAgrmt**) template that includes CS clauses that fulfil OAU Policy obligations.
- Other Country Teams that are contractually engaged with OAU are also required to include Child Safeguarding clauses in formal agreements with partners who are involved in the delivery of an OAU funded programs/projects. Refer to Oxfam Partner Working Agreement for suggested wording on Child Safeguarding. You can also contact the relevant OAU staff member (PfM, CMC) who can share the most up to date PWA clauses on Child Safeguarding.

6. TRADING PARTNERS

It is recommended that Partner agreements, MoUs or contracts between Oxfam Australia Trading (OAT) and its trading partners include the following child safeguarding clauses:

- Agreement to operate in accordance with the OAU Child Labour Guidelines (**https://shop.oxfam.org.au/media/wysiwyg/footer-content/OAT_Child_Labour_Guidelines.pdf**) and OAU Supplier Code of Conduct (**https://www.oxfam.org.au/wp-content/uploads/2017/06/Supplier-Code-of-Conduct-Oxfam-Australia-June2017-1.pdf**)
- In the operation of their business agree to:
    - the prohibition of employing or using underage children in any type of child labour
    - the use of robust age-verification mechanisms as part of recruitment processes, and ensuring that these mechanisms are also used in the supply chain
    - the requirement to provide safe, decent and adequately remunerated work for young workers
    - ensure the minimum age for employment is in line with national law or international standards (whichever is higher), and that monitoring mechanisms to check the age of young people being employed are implemented.
    - zero tolerance of child abuse and exploitation and commitment to child rights
    - expectation of ongoing assessment and monitoring of child protection risks and mitigation measures
- Agreement to uphold the 10 Principles from the Children's Rights & Business Principles

USEFUL LINKS:

- *https://www.unicef.org/csr/47.htm*
- See DFAT Guidance Note Private Enterprise. *http://dfat.gov.au/international-relations/themes/child-protection/Documents/Private%20Enterprise.pdf*

SECTION 14: COUNTRY TEAMS AND CHILD SAFEGUARDING

WHO IS THIS SECTION FOR?

TEAMS

COUNTRY TEAMS AND PARTNERS, CHILD SAFEGUARDING FOCAL POINTS, IN-AUSTRALIA PROGRAM TEAMS (INTERNATIONAL & HUMANITARIAN)

WHAT IS IN THIS SECTION:

1. Introduction
2. Which Child Safeguarding (CS) or Child Protection (CP) Policy applies?
3. Guide to Country Teams to implement child safeguarding
4. Child Safeguarding Focal Points
5. How do Oxfam Australia monitor?

Gaza, Mozambique: Aida holds a goat, which her family has received with support from Oxfam. Photo: Abbie Trayler-Smith/OxfamAUS.

1. INTRODUCTION

This Section provides Country Teams with guidance and tools to implement child safeguarding into all areas of programming and operations at the Country Office level.

Child Safeguarding is a shared responsibility amongst all staff and partners, however some staff members have specific responsibilities such as the Child Safeguarding Focal Points. Country Teams should work with the relevant Oxfam Australia team to implement child safeguarding into everyday practice.

Throughout this Section examples of good practice from Country Teams have been included to encourage knowledge sharing in child safeguarding.

The Section also includes guidance on working with local implementing partners to not only meet Oxfam Australia Child Safeguarding Minimum Standards where required, but to support partners in developing or strengthening their child safeguarding measures to create child safe environments across many areas of work.

2. WHICH CHILD SAFEGUARDING (CS) OR CHILD PROTECTION (CP) POLICY APPLIES?

- The OAU Child Safeguarding Policy and OAU Child Safeguarding Minimum Standards apply to all Oxfam Australia funded programs/projects and all partners engaged in those programs/projects.
  - For Oxfam Country Offices where Oxfam Australia is the Executing Affiliate, the OAU Child Safeguarding Policy and OAU Child Safeguarding Minimum Standards apply across all their work.
  - For other Oxfam Country Offices that are contractually engaged with Oxfam Australia (as a Partner Affiliate). If the Office has other child protection/safeguarding policies in place, Country Teams are encouraged to compare policies to the Oxfam Australia CS Policy, and resort to the policy with the higher CS standards. This will ensure the Country Office has the strongest safeguards in place to keep children safe.

3. GUIDE TO COUNTRY TEAMS TO IMPLEMENT CHILD SAFEGUARDING

To keep children safe in all Oxfam programs and activities there are a number of key child safeguarding measures that need to be in place.

Each Table below contains one CS Minimum Standard required by donors and Oxfam Australia. The Table provides the evidence required to demonstrate implementation of this standard, how to put the Standard into everyday practice, link to further guidance and tools, and what Country Teams can do to raise child safeguarding to the next level.

These Standards apply to Oxfam Country Offices where Oxfam Australia is the Executing Affiliate (EA Country Offices) and Oxfam Country Offices that are contractually engaged with Oxfam Australia (PA Country Offices).

NB: personnel includes paid staff, volunteers, consultants, interns, individual contractors.

OAU CHILD SAFEGUARDING MINIMUM STANDARD ONE

- Ensure a Child Safeguarding (or Child Protection) Policy is in place

Why is this Standard important?

- A Child Safeguarding Policy provides clear guidance and demonstrates how Oxfam, across its programs and activities, will ensure that children are kept safe from child abuse and exploitation in the delivery of Oxfam Australia funded programs/projects.

Putting the Standard into Practice (minimum level requirements)

- EA Country Offices to implement the Oxfam Australia CS Policy
- PA Country Offices to implement applicable CS/CP Policy for all Oxfam Australia funded programs/projects
- Ensure all personnel in the Country Office read and understand the CS/CP Policy
- Country Teams to provide internal communication and training to all personnel on the CS/CP Policy
- Have a copy of the CS/CP Policy accessible on intranet/website

Taking the Standard to the next level (building on the minimum level requirements)

- Raising awareness of CS Policy in communities where Oxfam works

What you need to demonstrate implementation of the Standard

- CS/CP Policy in place
- Personnel aware of the CS/CP Policy (e.g. through internal communication and training)

More information is available at:

- Section 1 of the Toolkit
- ACFID Guide to Developing a Child Protection Policy

https://acfid.asn.au/sites/site.acfid/files/resource_document/ACFID%20Code%20of%20Conduct%20Guidelines%20for%20the%20Development%20of%20a%20Child%20Protection%20Policy%20November%202016_1.pdf

- Resource Tool 28: One page explanation of the Child Safeguarding Policy & Code for communities
- Resource Tool 29: Introduction to the Child Safeguarding Policy and Code of Conduct for staff and volunteers of Oxfam

OAU CHILD SAFEGUARDING MINIMUM STANDARD TWO

- Child Safeguarding Code of Conduct is in place

Why is this Standard important?

- A Code of Conduct makes clear Oxfam's standards for acceptable and unacceptable behaviour in relation to children, including use of images
- It protects personnel by providing guidance on how to avoid situations that may be perceived as harmful to children
- It also provides employers with a sound basis on which to conduct disciplinary action

Putting the Standard into Practice (minimum level requirements)

- EA Country Offices to implement the Oxfam Australia CS Code of Conduct
- PA Country Offices to implement the Oxfam Australia CS Code of Conduct for all Oxfam Australia funded programs/projects
- Ensure all personnel in EA Country Offices read, understand, sign and abide by the Oxfam Australia CS Code of Conduct
- Ensure all personnel in PA Country Offices engaged in Oxfam Australia funded programs/projects read, understand, sign and abide by the CS Code of Conduct when in contact with children
- Country Teams to provide training to all personnel on the CS Code of Conduct
- Have a copy of the CS Code of Conduct accessible on intranet/website

Taking the Standard to the next level (building on the minimum level requirements)

- Raise awareness of the CS Code of Conduct in communities where Oxfam works
- Translate the Code and display in Country Offices and in the community
- Use team meetings to go through the Code of Conduct and to discuss how the Code applies to programs and activities where there is contact with children
- Develop a child/youth friendly Code of Conduct for programs/activities involving children and youth (have children/youth develop the Code themselves)
- Send the Code to applicants before an interview to send a message that Oxfam is a child safe organisation and deter anyone who intends to use their position to abuse a child from applying

What you need to demonstrate implementation of the Standard

- Signed Codes of Conduct and a register documenting details of personnel who have signed the Code of Conduct

More information is available at:

- **Section 1** of the Toolkit
- **Resource Tool 28:** One page explanation of the Child Safeguarding Policy & Code for communities
- **Resource Tool 29:** Introduction to the Child Safeguarding Policy and Code of Conduct for staff and volunteers of Oxfam
- **Resource Tool 30:** Oxfam Australia's Child Safeguarding Code of Conduct Explained (including Use of Images)

OAU CHILD SAFEGUARDING MINIMUM STANDARD THREE

- Child Safeguarding Recruitment and Screening practices in place

Why is this Standard important?

- Child safeguarding recruitment and screening processes are essential to enable Oxfam to choose the most appropriate person for a position that involves contact with children.
- Recruitment and selection can strengthen external barriers by preventing access to children by those with a known history of harming children
- Child safe recruitment and selection processes can discourage individuals who pose an unacceptable risk to children from applying for positions.

Putting the Standard into Practice (minimum level requirements)

- Oxfam Country Offices where OAU is the Executing Affiliate and other Country Teams that are contractually engaged with OAU:
  - For all recruitments, identify those positions that involve contact with children and working with children. (**See Resource Tool 1**)
  - Apply Child Safeguarding recruitment and screening procedures for all personnel in contact with children and working with children. These recruitment procedures include:
    - Obtain a criminal record check prior to engagement
    - Compulsory Child Safeguarding Interview Question asked for all applicants
    - Child Safeguarding Questions in verbal referee checks
  - Working with children – Additional screening measures such as interview plans that incorporate behavioural-based (child safeguarding) interview questions that are specific to positions that involve working with children

NB: personnel includes paid staff, volunteers, consultants, interns, individual contractors

- In PA countries, these standards apply to all personnel engaged in OAU funded programs and activities
- Where possible all personnel to obtain a criminal record check and in absence of this provide a statutory declaration or local legal equivalent outlining efforts made to obtain a criminal record check, and disclosing any charges and spent convictions related to child exploitation instead, along with other recruitment and screening measures.
- Employment/Consultants contracts contain provisions for suspension or transfer to other duties of any staff member/consultant who is under investigation and provisions to undertake disciplinary action, which could result in dismissal for any staff member/consultant after an investigation

Note: Child Safeguarding Recruitment and Selection is about **using all the steps** to put together a picture of an applicant. You cannot rely just on one step, such as a police check or criminal record check. By proceeding through all the steps in the process, information of concern (red flags) can appear at any stage that indicate a person may not be safe or suitable to be in contact with children.

Taking the Standard to the next level (building on the minimum level requirements)

- All position advertisements contain a statement that Oxfam is a child safe organisation and all successful applicants will be required to sign the Child Safeguarding Code of Conduct
- Include child safeguarding at staff/volunteer information sessions, briefings or recruitment campaigns
- Include a child safe message on the Oxfam website, on posters and in the office
- Send out a copy of the Child Safeguarding Policy and Code of Conduct to potential applicants (attach the documents to the position description or make them available on the website when they apply)
- For proof of an applicant's identity ask for original copies of identity for example: identity cards, passport and drivers licence
- The interview panel to consist of 3 staff members with a gender mix and include a HR staff member where possible.
- Reference checks can include references from voluntary positions an applicant has held, references from community or church leaders (e.g. Village Chiefs), roles the applicant has been involved in such as supervising children or running activities for children in the community.
- If possible, always use a business or organisation number to contact a referee rather than a personal mobile number.
- Contact referees for any paid or voluntary roles an applicant has been engaged in overseas.

What you need to demonstrate implementation of the Standard

- Documented criminal record checks for personnel in contact with and working with children (or documented statutory declaration or local legal equivalent)
- Documented verbal referee checks
- Documented request for an applicant to disclose whether they have been charged with child exploitation offences, and their response
- Interview plans that include compulsory CS question to all applicants in contact with/working with children and behavioural-based (child safeguarding) interview questions that are specific to positions that involve working with children
- Documented review checks when personnel have a change in circumstances
- Criminal record checks must be conducted for each country in which the individual has lived for 12 months or longer over the last 5 years, and for the individual's countries of citizenship

More information is available at:

- **Section 3** of the Toolkit
- **Resource Tool 1:** Working with Children and Contact with Children – tool to assess level of contact with children
- **Resource Tool 31:** Responsibilities for People & Culture Unit and Country Teams HR/Child Safeguarding Focal Points
- **Resource Tool 5:** Child Safeguarding Interview Questions including compulsory CS question
- **Resource Tool 6:** Sample Questions to Ask during Reference Checks with Previous Supervisors of Applicants
- **DFAT Criminal Check Guidance Notes http://dfat.gov.au/international-relations/themes/child-protection/Documents/Criminal%20Record%20Check.pdf**
- **DFAT Guidance Note Recruitment and Screening http://dfat.gov.au/international-relations/themes/child-protection/Documents/Recruitment%20and%20Screening.pdf**

OAU CHILD SAFEGUARDING MINIMUM STANDARD FOUR

- A documented child safeguarding reporting procedure is in place for child exploitation and abuse allegations, CS Code of Conduct and CS Policy non-compliance breaches, including the possible disciplinary outcomes for breaches of the CS Policy or CS Code of Conduct

Why is this Standard important?

- An effective CS Policy requires a report handling procedure.
- One of the biggest barriers to personnel reporting child abuse and exploitation is that there is no formal system in place to do so, or that personnel or community members are not aware of a formal system to report concerns or allegations.
- Reporting systems must respect the rights of both the victim and the alleged offender.

Putting the Standard into Practice (minimum level requirements)

- EA and PA Country Teams develop a CS Reporting Procedure that is appropriate for its context and is widely available and understood by personnel
- Country Teams ensure the CS Reporting Procedure meets OAU CS Minimum Standards for child safeguarding, also considering local laws and referral systems
- Country Teams can also adapt the Oxfam Child Safeguarding Reporting Flowchart (**see page 38** of the Child Safeguarding Toolkit)
- Key considerations when developing the CS Procedure include:
  - ✓ Safety of the child is the most important consideration
  - ✓ Any allegation or concern should be treated seriously
  - ✓ Anyone raising a concern should strictly follow the reporting process
  - ✓ Particular care should be taken about confidentiality and sharing information to the appropriate people
- Country Offices should create an open and aware environment where everyone knows how to raise a concern and feels confident their concern will be handled professionally and confidentially
- Ensure all personnel are familiar with the CS Reporting Procedure so they know how to report any concerns for the safety or wellbeing of a child in contact with Oxfam programs/projects
- Ensure the communities where Oxfam works are aware of the Oxfam CS Reporting Procedures so they know how to raise a concern and who to contact
- Develop a diagram of the reporting procedures and display in the office and other places where Oxfam works or develop a postcard with the diagram for all personnel to have with them
- Country Teams to provide training on the CS Reporting Procedures to all personnel and ensure personnel are aware of their roles and responsibilities in preventing and responding to child abuse and exploitation allegations
- Country Teams to immediately report any suspected or alleged instances of child abuse, exploitation, harm or child safeguarding policy non-compliance to the Oxfam Australia Child Safeguarding Delegate

Taking the Standard to the next level (building on the minimum level requirements)

- Monitor various barriers that could prevent staff, volunteers, children or communities from raising a concern with the Country Office and adjust the Reporting Procedures if needed
- Develop an Incident Reporting Form for all CS reports and concerns raised (**see Resource Tool 32**)
- Develop a local referral and report list for any concerns about a child being exploited or abused by someone in the community (by someone outside of Oxfam) so concerns for a child are immediately referred to the appropriate local community agency or government department. This list can be developed by the CSFP with different program teams, local child focused agencies and child protection services etc. (**see Resource Tool 33**: Mapping Tool for Local Referral and Reporting List for children)
- Develop a child/youth friendly feedback and complaint mechanisms when a program/project involves working with children or regular contact with children in the community

What you need to demonstrate implementation of the Standard?

- Country Office procedures and guidelines for managing concerns or allegations of child exploitation and abuse, and code of conduct policy non-compliance
- Documentary evidence that personnel can raise concerns about a child's safety or wellbeing or unacceptable (unsafe, unprofessional) behaviour by personnel – for example reporting flow charts for Country Offices and partners, information from local mapping register, risk assessment, training materials/records, incident register that records details of all incidents and action taken
- Documentary evidence outlining the Country Office's details of possible disciplinary outcomes
- Documentary evidence of posters, partner agreements or reporting information shared with partners, the community or children and youth about how they can raise a concern with the Country Office

More information is available at:

- Section 7 Toolkit – Child Safeguarding Reporting
- Oxfam Australia CS Reporting Flowchart (https://oxfam.box.com/v/CSReporting)
- Example CS Reporting Flowchart for Country Teams (https://oxfam.box.com/v/CSReporting)
- Resource Tool 32: Sample Incident Reporting Form
- Resource Tool 33: Mapping Template – Tool for Developing a Local Referral and Reporting List for Children
- Section 12 Toolkit - Involving children in creating child safe environments and child participation; for guidance in developing child friendly feedback and complaint mechanisms

GOOD PRACTICE EXAMPLES

- In Indonesia volunteers were engaged to support distribution in an emergency response. The Country Team established feedback mechanisms and agreed with partners and beneficiaries on these mechanisms. The mechanisms included contact numbers and a person in charge to whom partners and beneficiaries could directly report to in the event of a child safeguarding concern
- The Mekong Country Team when working in community, let community members know how they could report any concerns they had about the behaviour of Oxfam staff either directly to Oxfam or the Community Facilitator
- The Nepal Country Team developed feedback mechanisms in a humanitarian program, as multiple partners were involved. They established a Complaint box, toll free number and consulted with the communities. They also met with partners and obtained feedback from them
- In Timor Leste the Country Team have developed in-country procedures for child safeguarding reporting and complaints mechanisms which link into local laws

OAU CHILD SAFEGUARDING MINIMUM STANDARD FIVE

- The Country Office provides child safeguarding training for all personnel tailored to local country context

Why is this Standard important?

- Personnel must be aware of the CS Policy and the role they play in maintaining a child safe organisation
- Personnel must be fully aware of their responsibilities to safeguard children and how to report concerns or allegations about child abuse and exploitation

Putting the Standard into Practice (minimum level requirements)

- All personnel to attend a CS training session within their probation period or within the first 3 months of engagement in an OAU funded project
- All permanent, part time and casual staff and interns should attend CS training regardless of their level of contact with children as they are representatives of Oxfam in the workplace and the community and a refresher training at least every two years
- Volunteers and Consultants who will be in contact with children to attend CS training/briefing
- The training can be delivered by the CSFPs and/or co-facilitated with local child focused agencies (e.g. Save the Children, ChildFund, Plan)
- As part of induction, all personnel should be made aware of the CS Policy, Code of Conduct, CS Reporting Procedure and the role of the CSFPs

Taking the Standard to the next level (building on the minimum level requirements)

- Organise to run team specific CS training sessions that assist staff to understand how CS is relevant to their role and programs/activities
- Plan a team session to conduct a Child Safeguarding Risk assessment on the programs/activities (**See Section 8**)
- Invite partner personnel to attend the CS training provided for by the Country Office
- Other training sessions that can be provided for staff:
  - ✓ Child safeguarding recruitment and screening for HR staff and hiring staff (**See Section 3**)
  - ✓ Use of children's images and stories (**See Section 11**)
  - ✓ Involving children in creating child safe environments and child participation (**See Section 12**)
- Workshops for Young People - Country Teams can include child safeguarding topics in workshops held for young people. For example, if young people are to be involved in a peer advocacy project you can discuss issues such as professional conduct and the group developing a code of conduct on the behaviour they expect from each other when working on the project.

What you need to demonstrate implementation of the Standard?

- Training attendance records
- Training agendas and timeframes for training
- Materials used in training

More information is available at:

- **Section 6** Toolkit - Child Safeguarding Training and Induction
- **Resource Tool 34:** CS Training Guidance Notes with suggested agenda
- OAU Child Safeguarding Training Resources with trainer notes, activity sheets, slides (**https://oxfam.box.com/v/ChildSafeguardingTrainingRes**)
- Keeping Children Safe for training activities and tools (**http://www.keepingchildrensafe.org.uk/**)

OAU CHILD SAFEGUARDING MINIMUM STANDARD SIX

- For all Oxfam Australia funded programs/projects conduct a Chid Safeguarding (CS) Risk Assessment at design and planning stage
- Where the program/project will include activities that will involve working with children or contact with children:
  - ✓ Conduct an assessment of potential partners child safeguarding/protection policy and procedures
  - ✓ Conduct a child safeguarding risk assessment by unpacking all the relevant program/project activities

Why is this Standard important?

- CS Risk Assessment is an effective preventative measure to keep children safe when they come into contact with or are impacted by Oxfam programs/projects or Humanitarian Support
- Purposefully unpacking activities using a CS lens will enable timely identification of potential risks to children and their effective mitigation
- Some activities are higher risk than others. This may be due to the nature of the activity or the location. For example, working with children with a disability or in an emergency situation involve higher risks.

Putting the Standard into Practice (minimum level requirements)

- Step 1: Determine the Level of Contact program/project activities will have with children. **See Resource Tool 1.**
- Step 2: If working with/contact with children and local partners involved in implementation, conduct an assessment of partner's CS policy, procedures and practices
  - EA Country Teams – Use the OAU Partner Capacity Assessment (PCA) (**https://oxfam.box.com/v/PartnerCapAssess**). If PCA already completed and a full PCA is not due for a few years, complete **Resource Tool 10** – OAU CS Checklist for Partners
  - PA Country Teams: complete **Resource Tool 10** – OAU CS Checklist for Partners
- Step 3: If working with/contact with children, unpack all relevant activities and conduct a CS Risk Assessment
  - Use **Resource Tool 11** - OAU CS Risk Assessment Tool to complete this step. The assessment should include and build on OAU CS Minimum Standards
  - CS Risk Assessments should identify risks, classify risks (e.g. low, medium, high) and document steps being taken to reduce or remove these risks
  - CS Risk Assessment to be completed during design and planning phase of a new project
  - If not done during design and planning, complete this as a priority for an ongoing project
- Step 4: All medium, high and extreme risks identified in the CS Risk Assessment to be moved into the program/project level risk management register or equivalent
  - Develop a Risk Management Plan for each high and extreme risks identified in the CS Risk Assessment
- Step 5: Ongoing review and monitoring of the risk identified
  - The mitigation actions should be monitored to assess whether they are effective and to identify any new, emerging or unexpected risks that arise during implementation
  - If there are significant changes to the program/project activities, conduct a CS Risk Assessment to consider any risks to children and implement new mitigation actions

Taking the Standard to the next level (building on the minimum level requirements)

- Conduct a CS Risk Assessment of all programs/projects and activities in the Country Office and include risks/gaps and mitigation strategies in the CS Implementation Plan and CS Progress Reports

What you need to demonstrate implementation of the Standard?

- Completed project level CS Risk Assessment identifying activities and measures to reduce or remove the risk to children
- Documented Partner CS Risk Assessments
- Documented Risk Management Plans
- Documentation that risk assessments are reviewed and updated regularly during the life of the activity

Evidence of adaptation to local context (where a different approach to standard risk controls is required)

More information is available at:

- **Section 8** Toolkit – Child Safeguarding Risk Assessment
- **Resource Tool 1:** Working with Children and Contact with Children – tool to assess level of contact with children
- **Resource Tool 10:** OAU Child Safeguarding Checklist for Partners
- **Resource Tool 11:** Child Safeguarding Risk Assessment Tool - & Guidance Notes
- **Resource Tool 12:** Factors that may increase the level of risk to children
- **Resource Tool 13:** Examples of Risk Factors and Mitigation Strategies
- **Resource Tool 14:** Risk Management Plan template

OAU CHILD SAFEGUARDING MINIMUM STANDARD SEVEN

- Partner organisations engaged by the Country Office on programs/projects involving contact with children or working with children comply with the OAU CS Minimum Requirements for Partners (**https://oxfam.box.com/v/CPComplianceStandards**)
- Child safeguarding training (including inputs on CS policy development where relevant) provided to implementing partners (where activities include contact with or working with children) tailored to local context. This can be in collaboration with local child focused organisations. Refresher trainings, if necessary, need to be provided at least once every two years.
- Support partners to develop and implement their own Child Safeguarding Policies.

Why is this Standard important?

- To ensure all Oxfam partners provide a child safe environment for children in contact with Oxfam funded programs/projects and activities
- The duty of care to keep children safe is a shared responsibility between Oxfam and its local implementing partners
- Local implementing partners are provided with the opportunity to strengthen their child safeguarding practices

Putting the Standard into Practice (minimum level requirements)

- Training and capacity building and support provided to partners to build on existing child safeguarding measures and develop a plan to implement child safeguarding policy and procedures
- Oxfam Partner Working Agreement (hyperlink) or equivalent to contain CS clauses that clearly articulate CS expectations (**see Section 13**)

Steps for Country Teams to support and monitor partners to meet the child safeguarding minimum standards (when identified from the CS Risk Assessment process – see Section 8)

Country Teams should use the Oxfam Australia Partner Capacity Assessment or equivalent to document:

- Does the partner have a child safeguarding/protection policy and procedures?
- If yes, do the policy and procedures meet the OAU CS Minimum Requirements?
- If no, write up an Action Plan with the partner to support and coordinate the development of a policy and procedures that meet the minimum standards (**see Resource Tool 36**)
- Monitor the action plan regularly
- If the Country Team makes an assessment that the partner is unable or unwilling to meet the CS Minimum Standards after support and coordination has been provided, it should be decided whether to continue the engagement of the partner
- All the relevant actions from the individual partner action plans need to be included into the Country Team's annual CS Implementation Plan and progress against these needs to be reported in the CS Progress Reports

Training for Partners

- To help partners develop their own Child safeguarding/Protection Policy and procedures training or support should be offered
- Contact local child focused agencies to determine whether they can provide the CS training
- Country Teams can also provide training if CSFPs or other staff have capacity to do so. Partners could be invited to attend the staff child safeguarding training sessions and then be provided with a template to develop their policy after the training (if required)

Taking the Standard to the next level (building on the minimum level requirements)

Tips for Supporting/Training Partners

- As a training session, work through a Child Safeguarding Risk Assessment (**see Section 8**) with the partner on the program/project. Use the risks and strategies identified to plan what the partner's policy and procedures should cover.
- Use a self-audit tool to help the partner assess their child safeguarding strengths and gaps in child safeguarding. See **https://www.keepingchildrensafe.org.uk/how-we-keep-children-safe/accountability/self-audit**
- Start with a strength based approach. Ask the partner to map out what exists already in their organisation/service that keeps children safe. Include these in their policy then discuss any gaps or risks and include recommended measures in their policy and procedures.
- See the Keeping Children Safe Resources to design training for partners on policy development

Keeping Children Safe for training activities and tools: **http://www.keepingchildrensafe.org.uk/**

Developing a Child Safeguarding Policy – training and facilitator guide: **https://www.keepingchildrensafe.org.uk/sites/default/files/resource-uploads/KCS_DEVELOPING_10.14.pdf**

What you need to demonstrate implementation of the Standard?

- Documentary evidence of CS clauses in Partner Working Agreements, MoUs and contracts
- Documented Partner Capacity assessments that include CS assessments
- Documented action plan to support partners in developing CS Policy and procedures (**see Resource Tool 35**)
- Training attendance records
- Training agendas and timeframes for training
- Materials used in training
- Copies of partner CS Policies and Procedures

More information is available at:

- OAU Child Safeguarding Minimum Requirements for Partners (**https://oxfam.box.com/v/CPComplianceStandards**)
- **Resource Tool 35:** Action Plan Template to document support for partners by Country Teams
- Child Safeguarding Policy Development - ACFID Guide to Developing a Child Protection Policy: **https://acfid.asn.au/sites/site.acfid/files/resource_document/ACFID%20Code%20of%20Conduct%20Guidelines%20for%20the%20Development%20of%20a%20Child%20Protection%20Policy%20November%202016_1.pdf**
- **Resource Tool 36:** Oxfam Child Safeguarding Policy Template
- **Resource Tool 37:** Guidance on developing a Code of Conduct
- **Resource Tool 38:** FAQs by Partners
- Oxfam Australia Child Safeguarding Training Resources with suggested agenda, trainer notes, activity sheets, slides (**https://oxfam.box.com/v/ChildSafeguardingTrainingRes**)
- **Section 9:** Child Safeguarding Monitoring

GOOD PRACTICE EXAMPLES

- The Timor Leste Country Team asked partners in their proposals to write down their child safeguarding approach. The Country Team identify which partners have already received training or have a policy in place and make an assessment from this information. This works well and is a strength
- The Pacific Regional Office incorporate child safeguarding questions for partners as part of the selection process
- Bangladesh and Sri Lanka Country Teams have discussed with partners about appointing a CS Focal Point and the Country Team will support the CSFP and assign responsibilities to him/her
- Oxfam Indonesia – In the Humanitarian programs the Country Team have a lot of contact with children. With support from OGB they explained child safeguarding to partners and how to integrate child safeguarding principles into hygiene and WASH projects. This was managed very well and one partner was able to support a school committee to put child safeguarding into its school policy
- Mekong Regional Program – during a partner training the Country Team developed an action plan with the partners to commit to implementing the CP Policy and then followed up on the plans during field monitoring trips
- Fiji Oxfam used scenarios in training sessions to help staff understand different assumptions and perspectives in different contexts. For example, for WASH programs in community staff may share sweets or kiss children as this is within normal culture and context. But in training they discussed how this may be perceived by different people and agencies given they are Oxfam staff
- Indonesia Country Team working with partners to implement child safeguarding – The feedback was positive and partners are starting to implement CS as a result of the trainings provided. For example, at Global Hand Washing Event the partner developed a checklist for CS which included discussing with parents and informing each other of any concerns for the safety or wellbeing of children. Also, if a group of children were to be supervised by staff the consent of parents was required

OAU CHILD SAFEGUARDING MINIMUM STANDARD EIGHT

- Responsibility to ensure Oxfam Australia has the right policies and processes in place to safeguard children when photographing or filming a child or using children's images for work-related purposes across all channels and mediums

Why is this Standard important?

- Children are at risk of abuse and exploitation through the use of their images
- Polices and guidelines mitigate against this risk and informed consent from children and/or parents/guardians upholds the rights of the child to have a voice and the right to privacy, dignity and safety
- As a child safe organisation, Oxfam must ensure children are not at risk of abuse or exploitation as a result of the use of information and communication technologies by personnel

Putting the Standard into Practice (minimum level requirements)

- Follow all guidelines relating to photographing, filming and using images/footages of children in the OAU Ethical Content Guidelines (**https://oxfam.box.com/s/ipumet4hpyxki3lnpluscdg1x7vxvukx**) are followed when taking and using images/videos of children, gathering stories, doing interviews for OAU
- Informed consent must be obtained as per the steps outlined in OAU Ethical Content Guidelines (this is also applicable in cases where children are involved in Oxfam Australia research or evaluations)
- Ensure use by personnel of information and communication technologies such as Internet, websites, social networking sites, and digital photography does not put children at risk

Taking the Standard to the next level (building on the minimum level requirements)

- Use the Child Friendly Informed Consent Form when working directly with children and young people

What you need to demonstrate implementation of the Standard?

- Relevant polices and guidelines are implemented and personnel aware of these through internal communication and training
- Documentary evidence of signed consent forms

More information is available at:

- **Section 11** of the Toolkit – Use of Children's Images & Online Participation by Children
- **Resource Tool 19:** Risk matrix for assessing images of children
- **Resource Tool 20:** Child Friendly Informed Consent Form (Example)
- **Resource Tool 21:** Child Safeguarding Brief to External Media
- **Resource Tool 22:** Checklist for Online Participation by Children
- **Resource Tool 26:** Checklist for Child Safeguarding in data collecting

4. CHILD SAFEGUARDING FOCAL POINTS

CHILD SAFEGUARDING FOCAL POINTS HELP STRENGTHEN THE CHILD SAFE ENVIRONMENT:

The role of the Focal Point is an important child safeguarding measure as it:

- ✓ Provides leadership and guidance for the implementation of child safeguarding policy and procedures
- ✓ Provides a local and trusted person that staff can easily contact to seek advice or discuss any concerns they have for the safety or wellbeing of a child
- ✓ Ensures child safeguarding becomes part of everyday practice by having Child Safeguarding Champions

It is recommended Country Teams appoint at least 2 Child Safeguarding Focal Points (CSFP) to support the implementation of the Child Safeguarding Policy and procedures at a country level.

It is up to each Country Team to decide on how the role(s) will work however some guidance is included below, and can be used to help select CSFPs and develop a Terms of Reference for the role.
See Resource Tool 39

In acknowledgement of the different sizes, capacity, and staffing of Country teams, it will be up to each Country Team to decide how to best to allocate roles and responsibilities.

Who should be a CSFP? – Selection criteria

It is highly recommended that a staff member from Programs and one from HR be considered, or if a staff member is already in a protection role or has child protection/safeguarding experience this would be ideal. It is important that Program and HR teams work together to effectively implement child safeguarding minimum standards.

Other staff to consider for the role include Program Quality and Monitoring staff or Gender/Disability Technical Advisor staff.

CSFP Staff should be able to:

- Manage sensitive reports and maintain confidentiality
- Have sufficient authority and experience, and the ability to direct other staff (where appropriate)
- Demonstrate leadership and commitment on child safeguarding and preferably have some experience in child protection/safeguarding
- Undergo child safeguarding training (the model to be chosen by Country Team)

Accountability

The relevant Country Director has ultimate responsibility for ensuring the implementation and compliance of the Child Safeguarding Policy in Country Offices.

The CSFP will be the central liaison person for Oxfam Australia. The role is accountable to the Country Director and will be supported by the relevant Oxfam Australia staff members.

The CSFP's direct manager should be able to provide the CSFP with support and dedicated time within their normal working hours to carry out the duties required. It is important that CSFP responsibilities are included in the relevant staff members' Job Description(s) to further facilitate this.

Support for CSFPs:

It is important CSFPs receive support from leadership and management to effectively undertake the role.

As CSFPs take on this role in addition to their normal job position, CSFPs should be allocated some amount of time within the week to dedicate to the CSFP role.

The CSFP must be trained on the requirements of their role, as well as on child safeguarding. It is up to Country Teams to decide how best to arrange this training.

CSFPs should also be provided with training in facilitation skills so they can confidently manage difficult and sensitive conversations with staff and deliver the child safeguarding training if required.

The CSFP should also work with the relevant Oxfam Australia Contract Management Coordinator or Portfolio Manager who will provide guidance on the OAU CS Minimum Standards and how to communicate them to staff, clarification of their role, support, and resources.

Recommended roles and responsibilities for a CSFP:

See Resource Tool 39 –OAU Terms of Reference for Country Team Child Safeguarding Focal Points.

5. HOW DO OXFAM AUSTRALIA MONITOR?

For all EA and PA Country Teams contractually engaged with OAU the following must be completed:

REPORT	TIMEFRAME	WHO NEEDS TO COMPLETE THIS?	WHO TAKES THE LEAD?	SENT TO
Child Safeguarding Implementation Plan (**https://oxfam.box.com/s/ilp3tvliss98tl5q4c5m6vjicorgwwtf**)	Annually	All Oxfam Australia funded Country Teams	Child Safeguarding Focal Points	Contract Management Coordinator
Child Safeguarding Progress Report (**https://oxfam.box.com/s/xm8bafzjmsssqb5y70umuo20nvc2qwxg**)	Every 6 months	All Oxfam Australia funded Country Teams	Child Safeguarding Focal Points	Contract Management Coordinator

Country Teams are also encouraged to include any high-level risks relating to child safeguarding in the Country Quarterly Management Reports (CQMR) for greater management visibility and follow up.

SECTION 15: OAU CHILD SAFEGUARDING MINIMUM STANDARDS TABLE FOR IN-AUSTRALIA TEAMS

WHO IS THIS SECTION FOR?

TEAMS

IN-AUSTRALIA PROGRAM TEAMS (DOMESTIC, INTERNATIONAL, ADVOCACY, CAMPAIGNS & HUMANITARIAN), PUBLIC ENGAGEMENT

WHAT IS IN THIS SECTION:

1. Introduction
2. Guide to in-Australia teams to implement Child Safeguarding
3. Child Safeguarding Focal Points
4. How do Oxfam Australia monitor?

Eua, Tonga: Kids walk to school in a village where Oxfam supports coconut farming families. Photo: Kristian Friires/OxfamNZ.

1. INTRODUCTION

These Standards apply to all OAU in-Australia teams including ATSIPP, PPA, HSU and Public Engagement.

This Table provides the OAU Child Safeguarding Minimum Standards as well as guidance and tools to implement child safeguarding into all areas of programming and operations at Oxfam Australia. Each Table below contains one CS Minimum Standard required by donors and Oxfam Australia. The Table also provides the evidence required to demonstrate implementation of this standard, how to put the Standard into everyday practice, link to further guidance and tools, and what teams can do to raise child safeguarding to the next level.

2. GUIDE TO OAU IN-AUSTRALIA TEAMS TO IMPLEMENT CHILD SAFEGUARDING

OAU CHILD SAFEGUARDING MINIMUM STANDARD ONE

- Ensure a Child Safeguarding Policy is in place

Why is this Standard important?

- A Child Safeguarding Policy provides clear guidance and demonstrates how Oxfam, across its programs and activities, will ensure that children are protected from child abuse and exploitation in the delivery of Oxfam Australia funded programs/projects.

Putting the Standard into Practice (minimum level requirements)

- Ensure all personnel in the team read and understand the OAU CS Policy
- All team members know where to access the Policy and how the Policy applies to their respective work
- Have a copy of the OAU CS Policy accessible on intranet/website

Taking the Standard to the next level (building on the minimum level requirements)

- Discuss the new CS Policy and how it applies to your team in team meetings
- Raising awareness of OAU CS Policy – children and young people, community members, partners

What you need to demonstrate implementation of the Standard?

- Personnel aware of the OAU CS Policy (e.g. through internal communication and training)

More information is available at:

- **Section 1** of the Toolkit – Introduction to Child Safeguarding
- **Resource Tool 2:** Information sheet explaining the OAU CS policy and Code of Conduct for staff/volunteers
- **Resource Tool 28:** One page explanation of the Child Safeguarding Policy & Code for communities

OAU CHILD SAFEGUARDING MINIMUM STANDARD TWO

- Child Safeguarding Code of Conduct is in place

Why is this Standard important?

- A Code of Conduct makes clear Oxfam's standards for acceptable and unacceptable behaviour in relation to children, including use of images
- It protects personnel by providing guidance on how to avoid situations that may be perceived as harmful to children
- It also provides employers with a sound basis on which to conduct disciplinary action

Putting the Standard into Practice (minimum level requirements)

- Ensure all personnel read, understand, sign and abide by the OAU CS Code of Conduct
- OAU to provide training to all personnel on the OAU CS Code of Conduct (This is included in OAU's mandatory CS trainings)
- Have a copy of the OAU CS Code of Conduct accessible on intranet/website

Taking the Standard to the next level (building on the minimum level requirements)

- Raise awareness of the OAU CS Code of Conduct - children and young people, parents/guardians, partners and in communities where Oxfam works
- Use team meetings to go through the Code of Conduct and to discuss how the Code applies to programs and activities where there is contact with children
- Develop a child/youth friendly Code of Conduct for programs/activities involving children and youth (have children/youth develop the Code themselves)
- Send the Code to applicants before an interview to send a message that Oxfam is a child safe organisation and deter anyone who intends to use their position to abuse a child from applying

What you need to demonstrate implementation of the Standard

- Signed Codes of Conduct and a register documenting details of personnel who have signed the Code of Conduct

More information is available at:

- **Section 1** of the Toolkit – Introduction to Child Safeguarding
- **Resource Tool 2:** Information sheet explaining the OAU CS policy and Code of Conduct for staff/volunteers
- **Resource Tool 28:** One page explanation of the Child Safeguarding Policy & Code for communities
- **Resource Tool 30:** Oxfam Australia's Child Safeguarding Code of Conduct Explained (including Use of Images)

OAU CHILD SAFEGUARDING MINIMUM STANDARD THREE

- Child Safeguarding Recruitment and Screening practices in place

Why is this Standard important?

- Child safeguarding recruitment and screening processes are essential to enable Oxfam to choose the most appropriate person for a position that involves contact with children.
- Recruitment and selection can strengthen external barriers by preventing access to children by those with a known history of harming children
- Child safe recruitment and selection processes can discourage individuals who pose an unacceptable risk to children from applying for positions.
- Volunteers are representatives of Oxfam and therefore have a shared responsibility to provide a child safe environment.
- Individuals with a background of unacceptable risks to children target organisations that provide opportunities to be in contact with children.

Putting the Standard into Practice (minimum level requirements)

- For all recruitments, identify those positions that involve contact with children and working with children
- For recruitments for all OAU in- Australia staff including contact with children positions:
  - obtain a domestic and/or international criminal record check prior to engagement
  - Compulsory Child Safeguarding Interview Question asked for all applicants
  - Child Safeguarding question(s) in verbal referee checks
- <u>For all personnel working with children –</u>
  - Additional screening measures such as interview plans that incorporate behavioural-based (child safeguarding) interview questions that are specific to positions that involve working with children
  - For Australian personnel, the relevant State/Territory Working with Children Check (WWCC) is required
  - For other personnel, a WWCC is required from their country of residence if available

NB: personnel includes paid staff, volunteers, consultants, interns, individual contractors

- For recruitments for all OAU in- Australia consultants in contact with or working with children positions
  - Obtain a domestic and/or international criminal record check prior to engagement
  - Compulsory Child Safeguarding Interview Question asked for all applicants
  - Child Safeguarding question(s) in verbal referee checks
- <u>For all consultants working with children –</u>
  - Additional screening measures such as interview plans that incorporate behavioural-based (child safeguarding) interview questions that are specific to positions that involve working with children
  - For Australian consultants, the relevant State/Territory Working with Children Check (WWCC) is required
  - For other consultants, a WWCC is required from their country of residence if available
- In limited circumstances, it may prove impossible to obtain a reliable criminal record check. A statutory declaration, or local legal equivalent, outlining efforts to obtain a foreign police check, and disclosing any charges and spent convictions related to child abuse and exploitation, may be accepted instead
- Employment/Consultant contracts to contain provisions for suspension or transfer to other duties of any employee who is under investigation for a child safeguarding incident and provisions to dismiss any employee based on the outcome of the investigation

Taking the Standard to the next level (building on the minimum level requirements)

- All position advertisements contain a statement that Oxfam is a child safe organisation and all successful applicants will be required to sign the Child Safeguarding Code of Conduct
- Include child safeguarding at staff/volunteer information sessions, briefings or recruitment campaigns
- Include a child safe message on the Oxfam website, on posters and in the office
- Send out a copy of the Child Safeguarding Policy and Code of Conduct to potential applicants (attach the documents to the position description or make them available on the website when they apply)
- For proof of an applicant's identity ask for original copies of identity for example: identity cards, passport and drivers licence
- If possible, always use a business or organisation number to contact a referee rather than a personal mobile number.
- Contact referees for any paid or voluntary roles an applicant has been engaged in overseas.

• Volunteers in contact with children; including shop volunteers, volunteers at Oxfam Australia public events such as Trail Walker, interns, office volunteers with access to Oxfam computers and intranet (admin or graphic design work) - Sign OAU CS Policy and Code of Conduct - Briefing to include child safeguarding standards - Information provided on how to make a child safeguarding report - Supervision by Oxfam Australia staff • Volunteers working with children; including schools program, volunteers handling personal details or images of children, online contact with children - Criminal record check and/or Working with Children Check - Interview to include CS questions as relevant - Verbal reference checks (x2) - Sign OAU CS Policy and Code of Conduct - Briefing to include child safeguarding standards - Information provided on how to make a child safeguarding report - Attend a Child Safeguarding training session - Supervision by Oxfam Australia staff • Donor/Supporter Visits to Programs - Criminal record check - Sign OAU CS Policy and Code of Conduct - Briefing to include child safeguarding standards including images, social media policy requirements - Supervision by Oxfam Australia/Oxfam Country Office staff - Information provided on how to make a child safeguarding report	

What you need to demonstrate implementation of the Standard

- Documented criminal record checks (or statutory declaration) before engagement
- Criminal record checks must be conducted for each country in which the individual has lived for 12 months or longer over the last 5 years, and for the individual's countries of citizenship (not applicable to in-Australia volunteers)
- Documented verbal referee checks
- Documented request for an applicant to disclose whether they have been charged with child exploitation offences, and their response
- Interview plans incorporating compulsory CS Interview Question
- Interview plans incorporating behavioural-based (child safeguarding) interview questions that are specific to positions that involve working with children
- Review checks when personnel have a change in circumstances
- Documented review checks when personnel have a change in Child Safeguarding Code of Conduct
- Documented copy of Working with Children Check
- Employment contracts for personnel/consultants contain appropriate provisions

More information is available at:

- **Section 3** of the Toolkit – Child Safeguarding Recruitment and Screening
- **Section 5** of the Toolkit – Volunteers
- **Resource Tool 1:** Working with Children and Contact with Children – tool to assess level of contact with children
- **Resource Tool 4:** Statutory Declaration (Australia)
- **Resource Tool 5:** Child Safeguarding Interview Questions including compulsory CS question
- **Resource Tool 6:** Sample Questions to Ask during Reference Checks with Previous Supervisors of Applicants
- **Resource Tool 7:** Briefing Checklist for Volunteers (Events)
- **Resource Tool 31:** Responsibilities for People & Culture Unit and Country Teams HR/Child Safeguarding Focal Points
- DFAT Criminal Check Guidance Notes **http://dfat.gov.au/international-relations/themes/child-protection/Documents/Criminal%20Record%20Check.pdf**
- DFAT Guidance Note Recruitment and Screening **http://dfat.gov.au/international-relations/themes/child-protection/Documents/Recruitment%20and%20Screening.pdf**

OAU CHILD SAFEGUARDING MINIMUM STANDARD FOUR

- An Oxfam Australia documented reporting procedure in place for child exploitation and abuse allegations, OAU CS Code of Conduct and OAU CS Policy non-compliance, including the possible disciplinary outcomes for breaches of the CS Policy or Code of Conduct

Why is this Standard important?

- A formal reporting system that is clear, professionally managed and confidential, must be in place to ensure everyone at Oxfam feels confident and safe to raise any concerns they have for the safety or wellbeing of a child
- A reporting procedure ensures the rights of all those involved in a report are respected
- One of the biggest barriers to personnel reporting child abuse and exploitation is that there is no formal system in place to do so, or that personnel or community members are not aware of a formal system to report concerns or allegations
- A widely promoted and clear reporting procedure allows community members, partners and children to report concerns or allegations

Putting the Standard into Practice (minimum level requirements)

- Ensure all personnel are familiar with the CS Reporting Process in order to report any concerns for the safety or wellbeing of a child in contact with Oxfam programs/projects
- Ensure the communities where Oxfam works are aware of the Oxfam CS Reporting Process so they know how to raise a concern and who to contact
- Oxfam Australia to provide training on the CS Reporting Process to all personnel and ensure personnel are aware of their roles and responsibilities in preventing and responding to child abuse and exploitation allegations
- All personnel to immediately report any suspected or alleged instances of child abuse, exploitation, harm or child safeguarding policy non-compliance to the OAU Child Safeguarding Delegate
- Oxfam Australia will immediately report any suspected or alleged instances of child abuse, exploitation, harm or child safeguarding policy non-compliance to the Conduct and Ethics Unit – DFAT

Taking the Standard to the next level (building on the minimum level requirements)

- Oxfam Australia to create an open and aware environment where everyone knows how to raise a concern and feels confident their concern will be handled professionally and confidentially
- Monitor various barriers that could prevent staff, volunteers, children or communities from raising a concern with Oxfam Australia and adjust the Reporting Process if needed
- Develop a child/youth friendly feedback and complaint mechanisms when a program/project involves working with children or regular contact with children in the community

What you need to demonstrate implementation of the Standard

- Documentary evidence that personnel can raise concerns about a child's safety or wellbeing or unacceptable behaviour by personnel
- Documentary evidence of how all Oxfam personnel and partners are made aware of the reporting procedure and where the reporting procedure are made available (i.e. Policy, Toolkit, website, training, posters displayed in notice boards etc.)
- Oxfam Australia's details of available sanctions
- Documentary evidence of Oxfam report and report sent to DFAT (for example: incident register that records details of all incidents and action taken; communications with DFAT on CS reports)

More information is available at:

- **Section 7** of the Toolkit – Child Safeguarding and Reporting
- **Section 4** of the Toolkit - Child Safeguarding Delegate
- Oxfam Australia CS Reporting Flowchart (**https://oxfam.box.com/v/CSReporting**)
- **Section 12** of the Toolkit - Involving children in creating child safe environments and child participation; for guidance in developing child friendly feedback and complaint mechanisms
- **Resource Tool 8:** Signs (Indicators) of Child Abuse
- **Resource Tool 9:** List of Australian Helplines & Services for Children and Young People
- **Resource Tool 23:** Oxfam Child Safe Poster for Children
- **Resource Tool 24:** Oxfam Child Friendly Feedback Form (Example)

OAU CHILD SAFEGUARDING MINIMUM STANDARD FIVE

- Oxfam Australia provides child safeguarding training for all personnel

Why is this Standard important?

- Personnel must be aware of the OAU CS Policy and procedures and the role they play in maintaining a child safe organisation
- Personnel must be fully aware of their responsibilities to safeguard children and how to report concerns or allegations about child abuse and exploitation
- Training provides personnel with an opportunity to understand the role they play in keeping children safe and how child safeguarding is relevant to their area of work

Putting the Standard into Practice (minimum level requirements)

- OAU staff attend a mandatory child safeguarding training session within their probation period and a refresher training at least once every two years.
- All permanent, part time and casual staff and interns should attend CS training regardless of their level of contact with children as they are representatives of Oxfam in the workplace and the community and a refresher training at least every two years
- Volunteers and Consultants who will be in contact with children to attend CS training/briefing
- As part of induction, all personnel should be made aware of the OAU CS Policy, Code of Conduct, CS Reporting Procedure and the role of the CS Delegate

Taking the Standard to the next level (building on the minimum level requirements)

- Organise to run team specific CS training sessions that assist staff to understand how CS is relevant to their role and programs/activities
- Plan a team session to conduct a Child Safeguarding Risk assessment on the programs/activities (**See Section 8**)
- Other training sessions that can be provided for staff:

✓ Child safeguarding recruitment and screening for P&C staff and hiring staff (**See Section 3**)

✓ Use of children's images and stories (**See Section 11**)

✓ Involving children in creating child safe environments and child participation (**See Section 12**)

- Workshops for Young People – Program Teams can include child safeguarding topics in workshops held for young people. For example, if young people are to be involved in a peer advocacy project you can discuss issues such as professional conduct and the group developing a code of conduct on the behaviour they expect from each other when working on the project

What you need to demonstrate implementation of the Standard

- Training attendance records
- Training agendas and timeframes for training
- Materials used in training

More information is available at:

- **Section 6** of the Toolkit - Child Safeguarding Training and Induction
- **Resource Tool 34:** CS Training Guidance Notes with suggested agenda
- OAU Child Safeguarding Training Resources with trainer notes, activity sheets, slides (**https://oxfam.box.com/v/ChildSafeguardingTrainingRes**)
- Keeping Children Safe for training activities and tools **http://www.keepingchildrensafe.org.uk/**

OAU CHILD SAFEGUARDING MINIMUM STANDARD SIX

- All OAU funded programs/projects should undertake a Child Safeguarding Risk Assessment to identify and reduce the risk of any child being harmed as a result of program/project activities
- This Risk Assessment should be monitored throughout the life of the program/project/activity
- All Advocacy, Campaigns and Public Engagement activities involving either direct or indirect contact with children should undertake a Child Safeguarding Risk Assessment and monitor this until the completion of the activity
- Ensure potential partners/contractors have a child safeguarding/protection policy and procedures that comply with the OAU CS Minimum Standards
- Ensure organisational child safeguarding risk management is monitored at the governance and leadership levels

Why is this Standard important?

- CS Risk Assessment is an effective preventative measure to keep children safe when they come into contact with or are impacted by Oxfam programs/projects, activities and events, or Humanitarian Support
- Purposefully unpacking activities using a CS lens will enable timely identification of potential risks to children and their effective mitigation
- Some activities are higher risk than others. This may be due to the nature of the activity or the location. For example, working with children with a disability or in an emergency situation involve higher risks

Putting the Standard into Practice (minimum level requirements)

- Step 1: Determine the Level of Contact program/project activities will have with children. **See Resource Tool 1**
- Step 2: If working with/contact with children and local partners involved in implementation, conduct an assessment of partner's CS policy, procedures and practices. Use the OAU Partner Capacity Assessment (PCA) (**https://oxfam.box.com/v/PartnerCapAssess**). If PCA already completed and a full PCA is not due for a few years, complete **Resource Tool 10** – OAU CS Checklist for Partners
- Step 3: If working with/contact with children unpack all relevant activities and conduct a CS Risk Assessment
  - Use **Resource Tool 11** - OAU CS Risk Assessment Tool to complete this step. The assessment should include and build on OAU CS Minimum Standards
  - CS Risk Assessments should identify risks, classify risks (e.g. low, medium, high) and document steps being taken to reduce or remove these risks
  - CS Risk Assessment to be completed during design and planning phase of a new project
  - If not done during design and planning, complete this as a priority for an ongoing project
- Step 4: All medium, high and extreme risks identified in the CS Risk Assessment to be moved into the program/project level risk management register or equivalent
  - Develop a Risk Management Plan for each high and extreme risks identified in the CS Risk Assessment
- Step 5: Ongoing review and monitoring of the risk identified
  - The mitigation actions should be monitored to assess whether they are effective and to identify any new, emerging or unexpected risks that arise during implementation
  - If there are significant changes to the program/project activities, conduct a CS Risk Assessment to consider any risks to children and implement new mitigation actions

Taking the Standard to the next level (building on the minimum level requirements)

- As part of a team meeting, use the CS Risk Assessment Tool to conduct a risk assessment on a current program/project
- Conduct a CS Risk Assessment with a new partner as part of capacity building

What you need to demonstrate implementation of the Standard

- Completed project/activity level CS Risk Assessment identifying activities and measures to reduce or remove the risk to children
- Documented Partner CS Risk Assessments
- Documented Risk Management Plans
- Documentation that risk assessments are reviewed and updated regularly during the life of the activity
- Evidence of adaptation to local context (where a different approach to standard risk controls is required)
- Board papers, meeting minutes and risk register

More information is available at:

- **Section 6** of the Toolkit - Child Safeguarding Training and Induction
- **Section 8** of the Toolkit - Child Safeguarding Risk Assessment
- **Resource Tool 1:** Working with Children and Contact with Children – tool to assess level of contact with children
- **Resource Tool 10:** OAU Child Safeguarding Checklist for Partners
- **Resource Tool 11:** Child Safeguarding Risk Assessment Tool - & Guidance Notes
- **Resource Tool 12:** Factors that may increase the level of risk to children
- **Resource Tool 13:** Examples of Risk Factors and Mitigation Strategies
- **Resource Tool 14:** Risk Management Plan template
- **Resource Tool 18:** Common Child Safeguarding Risks & Suggested Mitigation Strategies for Emergency/Humanitarian Responses
- **Resource Tool 19:** Risk matrix for assessing images of children

OAU CHILD SAFEGUARDING MINIMUM STANDARD SEVEN

- Partner organisations involved in OAU funded programs/projects involving contact with children or working with children comply with the OAU CS Minimum Requirements for Partners (**https://oxfam.box.com/v/CPComplianceStandards**)
- Child safeguarding training (including inputs of CS policy development where relevant) provided to implementing partners (where activities include contact with or working with children) tailored to local context. This can be in collaboration with local child focused organisations. Refresher trainings, if necessary, need to be provided at least once every two years
- Support partners to develop and implement their own Child Safeguarding Policies

Why is this Standard important?

- To ensure all Oxfam partners provide a child safe environment for children in contact with Oxfam funded programs/projects and activities
- The duty of care to keep children safe is a shared responsibility between Oxfam and its local implementing partners
- Partner organisations reduce or remove the risk of a child being harmed as a result of coming into contact with Oxfam funded programs and activities

Putting the Standard into Practice (minimum level requirements)

- Training and capacity building and support provided to partners to build on existing child safeguarding measures and develop a plan to implement child safeguarding policy and procedures
- Oxfam Partner Working Agreement (**https://oxfam.box.com/v/OAUPartnerWorkingAgrmt**) or equivalent to contain CS clauses that clearly articulate CS expectations (**see Section 13**)
- OAU Teams should use the Oxfam Australia Partner Capacity Assessment to document Partner organisations' CS Policy, procedures and practices and to identify any areas that require further strengthening with regard to this
- A clear action plan need to be developed for addressing any gaps identified and monitored regularly

Taking the Standard to the next level (building on the minimum level requirements)

- As a training session, work through a Child Safeguarding Risk Assessment (**see Section 8**) with the partner on the program/project. Use the risks and strategies identified to plan what the partner's policy and procedures should cover
- Use a self-audit tool to help the partner assess their child safeguarding strengths and gaps in child safeguarding. See **https://www.keepingchildrensafe.org.uk/how-we-keep-children-safe/accountability/self-audit**
- Start with a strength based approach. Ask the partner to map out what exists already in their organisation/service that keeps children safe. Include these in their policy then discuss any gaps or risks and include recommended measures in their policy and procedures
- Invite partners to OAU CS training sessions

What you need to demonstrate implementation of the Standard

- Documentary evidence of CS clauses in PWA, MoUs and contracts
- Documented plan for ensuring Oxfam Australia funded partners are meeting the minimum standards – Oxfam Monitoring Partners Matrix . **See Resource Tool 35.**
- Documented Partner Capacity assessments that include CS assessments
- Training attendance records
  - Training agendas and timeframes for training
  - Materials used in training
  - Copies of partner CS Policies and Procedures

More information is available at:

- **Section 13** of the Toolkit - Including Child Safeguarding in Affiliate & Partner Contracts/Agreements/MoUs
- **Resource Tool 27:** Example of Child Safeguarding clauses for inclusion in MoUs or Terms of Reference for non-funded partners (e.g. networks, universities)
- OAU Child Safeguarding Minimum Requirements for Partners (**https://oxfam.box.com/v/CPComplianceStandards**)
- Child Safeguarding Policy Development - ACFID Guide to Developing a Child Protection Policy **https://acfid.asn.au/sites/site.acfid/files/resource_document/ACFID%20Code%20of%20Conduct%20Guidelines%20for%20the%20Development%20of%20a%20Child%20Protection%20Policy%20November%202016_1.pdf**
- **Section 9** of the Toolkit – Child Safeguarding Monitoring

OAU CHILD SAFEGUARDING MINIMUM STANDARD EIGHT

Responsibility to ensure Oxfam Australia has the right policies and processes in place to safeguard children when photographing or filming a child or using children's images for work-related purposes across all channels and mediums

Why is this Standard important?

- Children are at risk of abuse and exploitation through the use of their images
- Polices and guidelines mitigate against this risk and informed consent from children and/or parents/guardians upholds the rights of the child to have a voice and the right to privacy, dignity and safety
- As a child safe organisation, Oxfam must ensure children are not at risk of abuse or exploitation as a result of the use of information and communication technologies by personnel

Putting the Standard into Practice (minimum level requirements)

- Follow all guidelines relating to photographing, filming and using images/footages of children in the OAU Ethical Content Guidelines (**https://oxfam.box.com/s/ipumet4hpyxki3lnpluscdg1x7vxvukx**) are followed when taking and using images/videos of children, gathering stories, doing interviews for OAU.
- Informed consent must be obtained as per the steps outlined in OAU Ethical Content Guidelines (this is applicable in cases where children are involved in Oxfam Australia research or evaluations)
- Ensure use by personnel of information and communication technologies such as Internet, websites, social networking sites, and digital photography does not put children at risk

Taking the Standard to the next level (building on the minimum level requirements)

- Use the Child Friendly Informed Consent Form when working directly with children and young people

What you need to demonstrate implementation of the Standard

- Relevant polices and guidelines are implemented and personnel aware of these through internal communication and training
- Documentary evidence of signed consent forms

More information is available at:

- **Section 11** of the Toolkit - Use of Children's Images & Online Participation by Children
- **Resource Tool 19:** Risk matrix for assessing images of children
- **Resource Tool 20:** Child Friendly Informed Consent Form (Example)
- **Resource Tool 21:** Child Safeguarding Brief to External Media
- **Resource Tool 22:** Checklist for Online Participation by Children
- **Resource Tool 26:** Checklist for Child Safeguarding in data collecting

3. CHILD SAFEGUARDING FOCAL POINTS

It is recommended all teams appoint a Child Safeguarding Focal Points (CSFP) to support the implementation of the Child Safeguarding Policy and procedures within their team's work.

While implementing the Child Safeguarding Policy is a shared responsibility of all team members, Child Safeguarding Focal Points

- ✓ Provide leadership and guidance for the implementation of child safeguarding policy and procedures
- ✓ Ensure child safeguarding becomes part of everyday practice by having Child Safeguarding Champions

CSFP Staff should be able to:

- Have sufficient authority and experience, and the ability to direct other staff (where appropriate)
- Demonstrate leadership and commitment on child safeguarding and preferably have some experience in child protection/safeguarding
- Undergo child safeguarding training/briefing (the model to be chosen by the Team)
- Liaise with People and Culture team and Policy and Standards Coordinator (AABD team) to effectively promote the implementation of CS Policy across their team.

ACCOUNTABILITY AND SUPPORT

The relevant Team/ Unit manager has ultimate responsibility for ensuring the implementation and compliance of the Child Safeguarding Policy within their teams. It is important CSFPs receive support from leadership and management to effectively undertake the role.

The CSFP's direct manager should be able to provide them with support and dedicated time within their normal working hours to carry out the duties as required. It is important that CSFP responsibilities are included in the relevant staff member's Job Description(s) to further facilitate this.

4. HOW DO OXFAM AUSTRALIA MONITOR?

All teams have to complete the following to document their ongoing work on implementing the Child Safeguarding Policy.

REPORT	TIMEFRAME	WHO NEEDS TO COMPLETE THIS?	WHO TAKES THE LEAD?	SENT TO
Child Safeguarding Implementation Plan (**https://oxfam.box.com/s/ilp3tvliss98tl5q4c5m6vjicorgwwtf**)	Annually	All OAU in-Australia teams	Child Safeguarding Focal Points	Policy & Standards Coordinator (Program Teams and ACU) OAT and remaining PE teams – To be decided by OAT& PE Managers
Child Safeguarding Progress Report (**https://oxfam.box.com/s/xm8bafzjmsssqb5y70umuo20nvc2qwxg**)	Every 6 months	All OAU in-Australia teams	Child Safeguarding Focal Points	Policy & Standards Coordinator (Program Teams and ACU)- OAT and remaining PE teams – To be decided by OAT& PE Managers

RESOURCE TOOLS

WHAT IS IN THIS SECTION:

RESOURCE TOOL 1: Working with Children & Contact with Children – tool to assess the level of contact with children
RESOURCE TOOL 2: Information sheets explaining the OAU Child Safeguarding Policy & Code for communities and staff/volunteers
RESOURCE TOOL 3: Template for Country Teams to map local laws and national frameworks/policies
RESOURCE TOOL 4: Statutory Declaration (Australia)
RESOURCE TOOL 5: Child Safeguarding Interview Questions – including compulsory CS interview question
RESOURCE TOOL 6: Sample Questions to ask during Reference Checks with previous supervisors of applicants
RESOURCE TOOL 7: Briefing Checklist for Volunteers (Events)
RESOURCE TOOL 8: Signs (Indicators) of Child Abuse
RESOURCE TOOL 9: List of Australian Helplines & Services for Children and Young People
RESOURCE TOOL 10: OAU Child Safeguarding Checklist for Partners
RESOURCE TOOL 11: Child Safeguarding Risk Assessment Tool - & Guidance Notes
RESOURCE TOOL 12: Factors that may increase the level of risk to children
RESOURCE TOOL 13: Examples of Risk Factors and Mitigation Strategies
RESOURCE TOOL 14: Risk Management Plan template
RESOURCE TOOL 15: Child Safeguarding Monitoring Checklist
RESOURCE TOOL 16: Child Safeguarding Partners Work Plan
RESOURCE TOOL 17: Child Safeguarding in Emergencies/Humanitarian Response Checklist
RESOURCE TOOL 18: Common Child Safeguarding Risks & Suggested Mitigation Strategies for Emergency/Humanitarian Responses
RESOURCE TOOL 19: Risk matrix for assessing images of children
RESOURCE TOOL 20: Child Friendly Informed Consent Form (Example)
RESOURCE TOOL 21: Child Safeguarding Brief to External Media
RESOURCE TOOL 22: Checklist for Online Participation by Children
RESOURCE TOOL 23: Oxfam Child Safe Poster for Children
RESOURCE TOOL 24: Oxfam Child Friendly Feedback Form (Example)
RESOURCE TOOL 25: Guidelines for Interviewing Children for Research or Evaluation (Save the Children)
RESOURCE TOOL 26: Checklist for Child Safeguarding in data collecting
RESOURCE TOOL 27: Example of Child Safeguarding clauses for inclusion in MoUs or Terms of Reference for non-funded partners (e.g. networks, universities)
RESOURCE TOOL 28: One page explanation of the Child Safeguarding Policy & Code for communities
RESOURCE TOOL 29: Introduction to the Child Safeguarding Policy and Code of Conduct for staff and volunteers of Oxfam
RESOURCE TOOL 30: Oxfam Australia's Child Safeguarding Code of Conduct Explained (including Use of Images)
RESOURCE TOOL 31: Responsibilities for People & Culture Unit and Country Teams HR/Child Safeguarding Focal Points
RESOURCE TOOL 32: Sample Incident Reporting Form
RESOURCE TOOL 33: Mapping Template – Tool for Developing a Local Referral and Reporting List for Children
RESOURCE TOOL 34: CS Training Guidance Notes with suggested agenda
RESOURCE TOOL 35: Action Plan Template to document support for partners by Country Teams
RESOURCE TOOL 36: Oxfam Child Safeguarding Policy Template
RESOURCE TOOL 37: Guidance on developing a Code of Conduct
RESOURCE TOOL 38: FAQs by Partners
RESOURCE TOOL 39: OAU Terms of Reference for Country Team Child Safeguarding Focal Points

RESOURCE TOOL 1

WORKING WITH CHILDREN AND CONTACT WITH CHILDREN – TOOL TO HELP ASSESS THE LEVEL OF CONTACT WITH CHILDREN

Use this tool to decide whether a role/position OR program/project at Oxfam involves working with children or contact (direct or indirect) with children.

DIRECTIONS: Identify the items that are relevant to your role/position OR program/project from the lists in both columns below:

A. EXAMPLE OF ACTIVITIES INVOLVING WORKING WITH CHILDREN	B. EXAMPLE OF ACTIVITIES INVOLVING CONTACT (DIRECT & INDIRECT) WITH CHILDREN
☐ Disability services for children	☐ Working in-country, in particular in remote/rural locations
☐ Youth club or youth conference	☐ Conducting programs/project activities in community where children are present
☐ Youth ambassadors hosted by Oxfam	☐ Children accompanying parents/caregivers attending a program/ project activity
☐ Childcare services	☐ Visiting families in their homes or community
☐ Sports or education activities for children	☐ Online campaigns and communication with children
☐ Disaster/Emergency responses of all kinds and humanitarian assistance (natural and conflict related)	☐ Visiting schools, health or residential services that provide services to children
☐ Activities working in women's refuges	☐ Women and gender focused activities
☐ Research activities involving interviewing children	☐ Access to images, videos, personal details of children
☐ Under 18-year-old volunteers helping out at an event	☐ Events for the whole community
☐ Transporting children	☐ Children participating in an online advocacy discussion
	☐ Visiting children in detention, refugee centres or youth justice centres
	☐ School children sending in images for a digital campaign
	☐ Staff travelling to remote/rural locations in community

If you have only identified one or more items from column A; your program/role would be deemed to be 'working with children'.

If you have only identified one or more items from column B; your program/role would be deemed to be 'in contact with children'.

If you have identified items from both columns your program/role would be deemed as 'working with children'.

DEFINITIONS AND EXAMPLES

Working with children – means being engaged in an activity with children where 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 any other unpaid work.

Contact with children – means being engaged in an activity or in a position that involves or may involve contact (direct or indirect) with children, either under the position description or due to the nature of the work environment.

Direct contact with children – involves physical contact or face-to-face contact with children, for example children are present in the communities being visited, supervising youth ambassadors, running a youth workshop, humanitarian response or interviewing children in person.

Indirect contact with children – involves accessing and/or managing images and stories of children, remote oral communication, written communication or electronic (online) communication, for example hosting an online participation activity for children or receiving letters from children for an advocacy campaign.

DIRECT CONTACT WITH CHILDREN	
PERSONNEL WHO WORK IN A COMMUNITY ON A REGULAR BASIS	**PERSONNEL, REPRESENTATIVES OF AFFILIATES WHO OCCASIONALLY VISIT THE FIELD**
This may occur for personnel in both *child-centred* and *non-child-centred* organisations if work is conducted in or with communities as a whole, and although children may not be a primary target group, they are impacted because they are part of the community. ***For example*** *Personnel might be working on a water sanitation system while children in the community are around - or - conducting a livelihoods project for adult mothers which keeps them away from their homes, impacting on the wellbeing and protection of their children who remain alone.*	Some personnel, representatives of affiliates may not work full-time in the field, but conduct occasional visits or short-term missions. ***For example*** *A project manager who conducts monthly monitoring trips - or - a communications officer who occasionally visits the communities to collect case studies and photos - or - a campaigns volunteer who conducts occasional events in communities.*

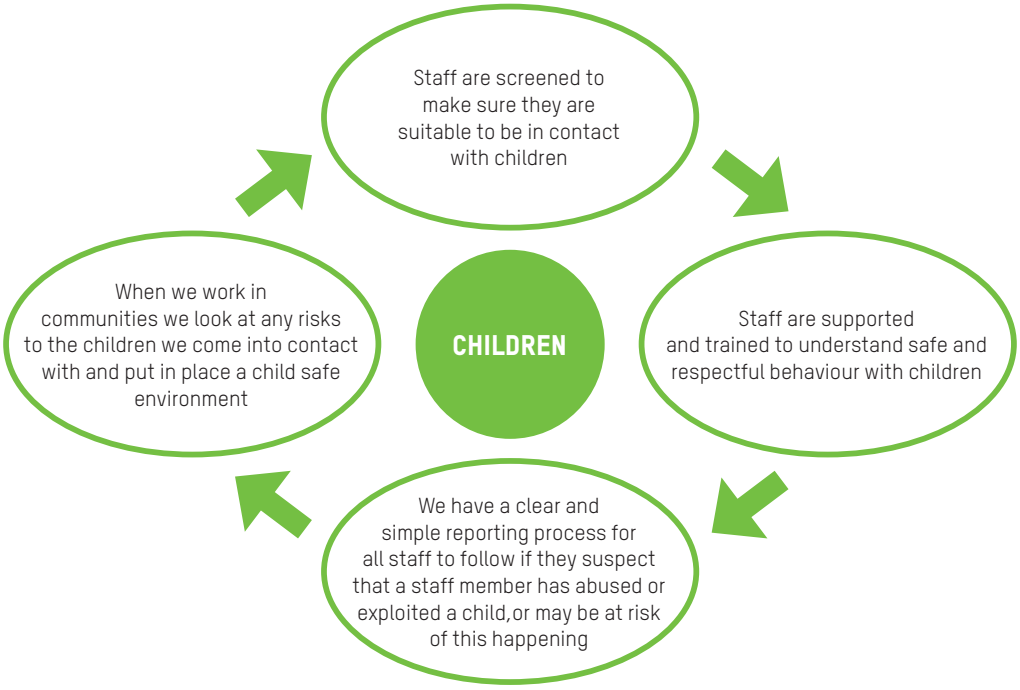
INDIRECT CONTACT WITH CHILDREN	
PERSONNEL WHO DO NOT VISIT THE FIELD BUT HAVE ACCESS TO INFORMATION (INDIRECT CONTACT)	**PERSONNEL WHO MAKE DECISIONS WHICH MAY AFFECT CHILDREN (INDIRECT CONTACT)**
Some personnel in both *child-centred* and *non-child-centred* organisations may not visit the field directly, but may have access to personal information and details of families and children (name, age, photos, location, etc.) which they obtain directly from field staff or via other communication channels (such email, databases, unsecure files, etc.). These personnel are in a position to expose children to vulnerabilities and risks, by giving out confidential information to media, authorities or others. ***For example*** *A project assistant in an Community Controlled Health Organisation is approached by a journalist-friend who is covering a story on domestic violence. The journalist asks for the details of a particular mother and child who have, in confidence, approached the NGO for assistance in a case of domestic violence, where the husband/father is abusive. In good faith, and given that the files of beneficiaries are accessible to all in the Health Organisation, the project assistant provides the name and address to the journalist, who then visits and interviews the mother and child. The husband/father arrives home while the journalist is there and severely beats the wife and child because he discovers they had approached an organisation for help.*	These personnel may never visit the field, but their role in the organisation may include developing or enforcing policies and procedures or making strategic decisions (such as program/operations management and executive level staff). ***For example*** *A committee in charge of developing a code of conduct for staff behaviour in communities does not take into account possible interaction of staff with children - or - a director decides to fund a community organisation which has a past of exploiting community members, including children, because he/she did not adequately vet the background of the organisations - or - a program manager is told about the case of a water quality consultant who was allegedly seen walking out of a latrine with a young boy in a targeted community. The program manager dismisses it as a rumour, because the consultant is usually responsible at work and generally does a good job. After 6 months of finishing work with the NGO, the consultant is arrested for child abuse, and it emerges that some of the abused children were also from the communities where the NGO works.*

RESOURCE TOOL 2

INFORMATION SHEETS: THE OAU CHILD SAFEGUARDING POLICY & CODE OF CONDUCT FOR COMMUNITIES AND STAFF/VOLUNTEERS

OXFAM CHILD SAFEGUARDING POLICY AND CODE OF CONDUCT

- ✓ Oxfam upholds the rights of all children to be safe from all forms of abuse and exploitation
- ✓ Anyone engaged by Oxfam must always act in the best interests of children
- ✓ The Child Safeguarding Policy and Code of Conduct is signed by all our staff, volunteers and consultants. The Policy and Code support and guide them in providing a child safe environment wherever they are working
- ✓ The Child Safeguarding Policy contains the way in which Oxfam is a child safe organisation and how we apply this to all our programs and activities
- ✓ The Code of Conduct provides the safe standards expected when interacting with children and must be followed by our staff, volunteers, visitors and consultants at all times



INTRODUCTION TO THE CHILD SAFEGUARDING POLICY AND CODE OF CONDUCT FOR STAFF AND VOLUNTEERS OF OXFAM

CHILD SAFEGUARDING POLICY

The Policy is the framework to provide a child safe environment for children in contact with Oxfam programs and activities.

The responsibility for maintaining child safe environments is a shared responsibility of all Oxfam staff and volunteers.

A key principle of the Policy is that staff and volunteers must act in the best interests of the child at all times.

When put into everyday practice, the Policy makes sure Oxfam is a child safe organisation.

CHILD SAFEGUARDING CODE OF CONDUCT

The Code of Conduct provides guidance for staff and volunteers on professional boundaries, safe behaviour and unacceptable behaviour in relation to children.

Most importantly, the Code keeps children safe, but it also keeps staff and volunteer's safe from misunderstandings.

The Code of Conduct relies on staff and volunteers to use judgment and common sense and to avoid actions or behaviours that could be seen as child abuse or exploitation.

How does the Policy and Code apply to everyday work?

Most people working or volunteering for Oxfam keep children safe and always act in their best interests. However sometimes our behaviour or actions with children may be perceived as being unsafe or place children in an unsafe situation. Consider the scenarios below:

Visiting families in community as an Oxfam staff member or volunteer

- Staff and volunteers should avoid being left alone with a child in a house as this may be seen as putting the child in an unsafe situation
- Avoid kissing children even if this is within normal cultural practices as others may perceive this as unsafe given you are visiting as a representative of Oxfam
- What if children run up to staff and hug them? It is important staff and volunteers do not initiate contact such as hugging with children. Use common sense and ensure that any physical contact is around other adults in an open place. Consider the age of the child and what would be appropriate – such as helping a small child to stand up if he/she has fallen over. Think about what is in the best interest of the child

Taking photos

- You have been asked to take photos of community members involved in a program and some families would like their children in the photos
- Children must be adequately clothed and you need to obtain the informed consent of the parents/guardians and the children if they are old enough

A young person asks you for some money because you work for Oxfam

- Explain to the young person you are not able to do this as part of your work policies
- At Oxfam staff and volunteers, it is important situations do not arise where a staff member or volunteer is in a position of power over the child as this can be used by some staff and volunteers to abuse or exploit the child

Relationships

- A mother (17 years old) involved in the program is wanting to form a relationship as girlfriend and boyfriend with a staff member or volunteer who is only a few years older

It is important that safe and professional working boundaries are maintained and staff or volunteers do not form relationships with young people involved in the programs. This is to avoid vulnerable children and youth being abused or exploited by staff and volunteer

RESOURCE TOOL 3

TEMPLATE FOR COUNTRY TEAMS TO MAP LOCAL LAWS AND NATIONAL FRAMEWORKS/POLICIES

Use the table below to list the relevant laws and national frameworks or policies that cover the protection of children (e.g. physical, sexual, emotional abuse and exploitation, neglect, family violence), relevant criminal laws that refer to offences against children (e.g. violence (sexual and physical), trafficking and exploitation) and national frameworks or policies that have been developed for the protection or safeguarding of children.

This will be a useful guide for teams and visiting/expatriate staff to understand the local context and formal systems that protect children. (For local mapping of formal and informal support agencies and systems for referral see Section 14)

DIRECT CONTACT WITH CHILDREN	NAME OF LAW/FRAMEWORK/NATIONAL POLICY – INCLUDE LINK	BRIEF OVERVIEW
CHILD PROTECTION LAWS		
CRIMINAL LAWS (OFFENCES AGAINST CHILDREN)		
CHILD LABOUR LAWS		
CHILD PROTECTION FRAMEWORKS		
NATIONAL CHILD PROTECTION POLICIES		

STATUTORY DECLARATION (AUSTRALIA)

This declaration must be made before an authorised person. Only certain people may witness a Commonwealth statutory declaration. A list of people who can be witnesses is set out in Schedule 2 to the *Statutory Declaration Regulations 1993*. The Regulations and a separate 'list of signatories' can be accessed via a link at **www.ag.gov.au/statdec**.

WARNING: When you make a statutory declaration, you are declaring that the statements in it are true. If you intentionally make a false statement in a statutory declaration, you could be charged with an offence and, if convicted, you could be fined or jailed, or both.

The provision of false or misleading information in this declaration is subject to penalties under the *Statutory Declarations Act 1959*. The Statutory Declarations Act provides for penalties of up to 4 years imprisonment.

For more information see: **http://www.ag.gov.au/Publications/Pages/Statutorydeclarations.aspx**

Commonwealth of Australia

STATUTORY DECLARATION

Statutory Declarations Act 1959

I, (*name*) ..... of (*address*) .....
do solemnly and sincerely declare that:

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 during my stay in (*country*) ..... was I 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 childabuse, 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 under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

Signature of person making the declaration .....
Declared at (*place*) .....
this ..... day of ..... (*month*) ..... (*year*).

Before me,(Signature and title of person before whom the declaration is made)
.....

A STATUTORY DECLARATION UNDER THE STATUTORY DECLARATIONS ACT 1959 MAY BE MADE BEFORE:

1. **a person who is currently licensed or registered under a law to practise in one of the following occupations:**

   Chiropractor

   Dentist

   Legal practitioner

   Medical practitioner

   Nurse

   Optometrist

   Patent attorney

   Pharmacist

   Physiotherapist

   Psychologist

   Trade marks attorney

   Veterinary surgeon

2. **a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or**

3. **a person who is in the following list:**

   Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

   Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)

   Bailiff

   Bank officer with 5 or more continuous years of service

   Building society officer with 5 or more years of continuous service

   Chief executive officer of a Commonwealth court

   Clerk of a court

   Commissioner for Affidavits

   Commissioner for Declarations

   Credit union officer with 5 or more years of continuous service

   Employee of the Australian Trade Commission who is:

   a. in a country or place outside Australia; and
   b. authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
   c. exercising his or her function in that place

   Employee of the Commonwealth who is:

   a. in a country or place outside Australia; and
   b. authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
   c. exercising his or her function in that place

   Fellow of the National Tax Accountants' Association

   Finance company officer with 5 or more years of continuous service

   Holder of a statutory office not specified in another item in this list

   Judge of a court

   Justice of the Peace

   Magistrate

   Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

   Master of a court

   Member of Chartered Secretaries Australia

   Member of Engineers Australia, other than at the grade of student

   Member of the Association of Taxation and Management Accountants

   Member of the Australasian Institute of Mining and Metallurgy

   Member of the Australian Defence Force who is:

   a. an officer; or
   b. a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
   c. a warrant officer within the meaning of that Act

   Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

   Member of:

   a. the Parliament of the Commonwealth; or
   b. the Parliament of a State; or
   c. a Territory legislature; or
   d. a local government authority of a State or Territory

   Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

   Notary public

   Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

   Permanent employee of:

   a. the Commonwealth or a Commonwealth authority; or
   b. a State or Territory or a State or Territory authority; or
   c. a local government authority

   with 5 or more years of continuous service who is not specified in another item in this list

   Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

   Police officer

   Registrar, or Deputy Registrar, of a court

   Senior Executive Service employee of:

   a. the Commonwealth or a Commonwealth authority; or
   b. a State or Territory or a State or Territory authority

   Sheriff

   Sheriff's officer

   Teacher employed on a full-time basis at a school or tertiary education institution

CHILD SAFEGUARDING INTERVIEW QUESTIONS – INCLUDING COMPULSORY CS INTERVIEW QUESTION

A. COMPULSORY CHILD SAFEGUARDING INTERVIEW QUESTION FOR ALL APPLICANTS

As an organisation undertaking work both nationally and internationally and in humanitarian response, Oxfam takes its duty of care seriously to safeguard children.

If successful, you will be required to sign the Child Safeguarding Code of Conduct that outlines the standards of behaviour expected of staff when in contact with children.

Why do you think a Child Safeguarding Code of Conduct is important for an organisation like Oxfam?

B. QUESTIONS FOR IN-COUNTRY AND DOMESTIC POSITIONS IN CONTACT OR WORKING WITH CHILDREN

Direct and challenging questions encourage self-selection (i.e. applicants withdrawing themselves from the process) and may assist the interview panel to assess the attitude of the applicant towards children and dealing with children.

The exact questions should be adapted to suit the type/level of seniority of the position being applied for.

Awareness and understanding of Oxfam being a child safe organisation

- Are you aware of our Child Safeguarding Policy? What do you think of it? (If the applicant is not aware of it, maybe select a section of it and ask his/her opinion on it). Why is the Policy important in the context of Oxfam's work? What relevance do you believe it has to your role?
- Oxfam is a child safe organisation. What do you think working in a child safe organisation means?
- What motivates you to work with Oxfam, in this particular program?
- Can you give some examples of what may be unsafe or unacceptable behaviour with children; (i) in a work environment, (ii) in the community?
- What boundaries are important when in contact with children?
- Please provide me with an example of how to interact safely with children

Child focused questions

- What are some of the main rights of children and what do you think about them?
- In your role, you will be required to work in contact with X group of children. What are your thoughts? *(This is to assess discriminatory tendencies in the context of work – any other scenario could be referred to depending on the role.)*
- During you work you might come into contact with children. How do you feel about that? Are there any age groups you fell more or less comfortable being in contact with? *(Asking follow-up questions about why an applicant has a strong preference can help you determine if there is cause for concern)*
- If you saw a person severely hit a child, what would you do?
- How would you create a child safe and friendly space for an activity for children with a disability/child accompanying parents to a program activity?
- What sort of things might cause a photograph of a child to be inappropriate for publication in Oxfam's annual report? *(The interview panel should be looking for things like: child's right to dignity and privacy, inappropriate clothing; if the photo depicts children in submissive or vulnerable poses/children in conflict with the law their faces should be blurred and their names changed; was the photo taken and used with the child's permission? etc.)*

Accountability

- Is there anything that we might find out about during reference checks that you'd like to talk about?
- How do you feel about being supervised? (This is to assess whether people are happy to be accountable)

- If you were concerned about the actions or behaviour of a co-worker/partner staff/Oxfam visitor towards children, how would you respond?
- Have you ever worked anywhere where a colleague abused a child? What happened and how was it handled? What did you think of the way it was handled? Would you have handled it differently yourself?
- What have you done when a colleague/friend has broken a rule, procedure or code of conduct?
- What would you do in a particular situation? (Set up scenarios that involve potential concerns, boundary issues, or child/youth policies and interactions to assess the applicant's response. Be concerned if applicants disregard the organisation's policies and procedures or handle a situation poorly)

Previous experience working in community/contact with children

- Have you worked/volunteered in a similar position before where you had contact with children in the community? What did you like about it? What did you find difficult?
- Tell me about a time you worked closely in communities or in the field and the position required you to interact with community members, including youth and children

Personal values and qualities

- What strengths in working with children do you bring from your community, family and/or cultural background?
- What qualities have you observed in others that you have admired, particularly in regard to their work with or care of children?
- What do you think makes a good community leader or role model for children and youth?

SAMPLE QUESTIONS TO ASK DURING REFERENCE CHECKS WITH PREVIOUS SUPERVISORS OF APPLICANTS

The responses should be recorded in writing and subsequently filed.

At a minimum the following question should be asked while undertaking reference checks for all applicants -

- As an organisation undertaking work both nationally and internationally and in humanitarian response, Oxfam takes its duty of care seriously to safeguard children.=

Do you know of any reason why Oxfam Australia should be concerned about this applicant as it relates to their conduct with children?

See below for other CS questions you could ask during reference checks:

- How would you describe the personal character of the applicant?
- Would you have any concerns about this applicant working with or being in contact with children? Would they pose a risk to children?
- In your time working with the applicant, was there anything that led you to believe that this applicant is not suitable to be in contact with children?
- Would you have any concerns if the candidate had to work in communities, possibly in contact with children? (*Or a particular ethnic, religious or social group, depending on the context*)?
- What particular traits would assist the candidate to work in communities, interacting with people from different social, ethnic and religious backgrounds and possibly with children?
- If relevant, explain to the referee that the applicant will be working in a remote/overseas location/emergency response, in contact with children and families. Ask the referee's opinion about the applicant's suitability to be working in this location or situation
- Can you share with us why the applicant left employment with your organisation?
- Would you hire the applicant to work in a similar position again?

BRIEFING CHECKLIST FOR VOLUNTEERS (EVENTS)

ACTION	COMPLETED
All volunteers can be clearly identified as Oxfam	
Volunteers completed relevant OAU CS Minimum Standards	
Volunteers provided with an update on the CS Code of Conduct and CS Reporting Process	
Volunteers informed of the names and contact details of Oxfam staff they can contact during and after the event if they have any concerns for the safety or wellbeing of a child	
Volunteers informed must avoid being alone with a child (always 2 volunteers or an Oxfam staff present). If they find themselves in this situation, locate a lost child for example; they must immediately contact an Oxfam staff member	
Volunteers to sign in and sign off	
Volunteers provided with details of the Oxfam Child Safeguarding Contact/Focal Points Staff Members for the event	
Volunteers provided with a briefing of specific protocols for the event in relation to children – for example lost child tent, not taking photos of children, not agreeing to look after children for parents if requested, social media posts, media protocols, security requirements, emergency protocols etc.	
How to provide feedback after the event	

SIGNS (INDICATORS) OF CHILD ABUSE

A child who has been, or may be experiencing abuse may show behavioural, emotional or physical signs of stress and abuse.

SOME GENERAL INDICATORS OF CHILD ABUSE INCLUDE:

- showing wariness and distrust of adults
- rocking, sucking or biting excessively
- bedwetting or soiling
- demanding or aggressive behaviour
- sleeping difficulties, often being tired and falling asleep
- low self-esteem
- difficulty relating to adults and peers
- abusing alcohol or drugs
- being seemingly accident prone
- having broken bones or unexplained bruising, burns or welts in different stages of healing
- being unable to explain an injury, or providing explanations that are inconsistent, vague or unbelievable
- feeling suicidal or attempting suicide
- having difficulty concentrating
- being withdrawn or overly obedient
- being reluctant to go home
- creating stories, poems or artwork about abuse

SOME INDICATORS OF NEGLECT INCLUDE:

- malnutrition, begging, stealing or hoarding food
- poor hygiene, matted hair, dirty skin or body odour
- unattended physical or medical problems
- comments from a child that no one is home to provide care
- being constantly tired
- frequent lateness or absence from school
- inappropriate clothing, especially inadequate clothing in winter
- frequent illness, infections or sores
- being left unsupervised for long periods

https://www.communities.qld.gov.au/childsafety/protecting-children/what-child-abuse/signs-child-abuse-neglect

RESOURCE TOOL 9

LIST OF AUSTRALIAN HELPLINES & SERVICES FOR CHILDREN AND YOUNG PEOPLE

Below is a table listing Australian child protection helplines and reporting agencies for the information of staff and to refer children and young people to.

SERVICE	CONTACT DETAILS
Kids Help Line Free, confidential and anonymous 24-hour telephone and online counselling service specifically for children and young people aged between 5 and 18	Free call: 1800 55 1800 https://kidshelpline.com.au
SNAICC National non-government peak body in Australia representing the interests of Aboriginal and Torres Strait Islander children and families	http://www.snaicc.org.au
Braveheart's Information and Support Line Open to anyone wanting information, advice, referrals and support regarding child sexual assault	Free call: 1800 272 831 Mon-Fri: 8 am - 8 pm (AEST) https://bravehearts.org.au
Child Abuse Prevention Service (CAPS) Telephone support workers offer information, referral and ongoing support to those affected by child abuse, concerned about the welfare of a child, or needing family or parenting support	Free call: 1800 688 009 Mon-Fri: 9 am - 5 pm (AEST) (excluding public holidays) http://www.childabuseprevention.com.au
Child Wise-National Child Abuse Prevention Helpline Confidential support service for individuals, organisations, professionals and parents requiring assistance on child protection. A compassionate and professional team of trained counsellors can assist with any enquiry or report relating to child sexual abuse	Free call: 1800 99 10 99 Mon-Fri: 9 am - 5 pm https://www.childwise.org.au
eheadspace A free and confidential telephone and online service for young people aged 12-25. Qualified youth mental health professionals provide support to young people worried about their mental health or experiencing issues such as depression, bullying and isolation. Support is also available to concerned parents or carers	Free call: 1800 650 890 9 am – 1 am (AEST), 7 days a week https://www.eheadspace.org.au
Australian State/Territory Child Protection Departments For reporting child abuse and neglect	https://aifs.gov.au/cfca/publications/reporting-abuse-and-neglect
Parentline Counselling service for parents and carers	1300 30 1300 https://www.parentline.com.au
National Sexual Assault, Family & Domestic Violence Counselling Line A national sexual assault, family and domestic violence counselling line for anyone who has experienced-or are at risk of-physical or sexual violence. This service is designed to meet the needs of people with disabilities, Indigenous Australians, young people, and callers from culturally and linguistically diverse backgrounds	1800 737 732 (24 hour) https://www.1800respect.org.au
OCSET Contact the Online Child Sexual Exploitation Team to report concerns about online behaviour (for example in chat rooms and instant messaging)	national-ocset-omc@afp.gov.au
AFP (Australian Federal Police) To report a Commonwealth crime using the AFP online form	1800 813 784 www.afp.gov.au/contact/report-a-crime.aspx
Australian Communication and Media Authority (ACMA) To report offensive content on the Internet	www.acma.gov.au

RESOURCE TOOL 10

OAU CHILD SAFEGUARDING CHECKLIST FOR PARTNERS

This Table contains the OAU CS Minimum Standards for Partners where program/project/activity includes contact with or working with children to make an assessment of the partner's child safeguarding/protection policy and procedures.

Name of Partner:

List the CS mechanisms required as per the OAU CS Minimum Requirements for Partners:

CS MINIMUM STANDARDS	IN PLACE – YES/NO/CURRENTLY DEVELOPING
Child Protection/Safeguarding Policy that is subject to regular review, at least every 5 years in place?	
The partner's policy includes a commitment to preventing a person working with children if they pose an unacceptable risk to children	
A Child Protection/Safeguarding Code of Conduct that outlines safe and professional behaviour with children and use of children's images for work related purposes in place and signed by all personnel?	
Internal reporting procedure for child abuse and exploitation allegations, Code of Conduct and Policy breaches in place?	
Partner provides child safeguarding/protection training for its personnel?	
Partner has child safe recruitment and screening processes for all personnel in contact with children including criminal record checks and verbal referee checks?	
Partner has additional screening measures such as targeted chid safe interview questions, when candidates are applying for positions that involve working with children	
Partners employment contracts contain provisions for suspension or transfer to other duties of any employee who is under investigation and provisions to dismiss any employee after an investigation	
Partner undertakes risk assessment to reduce the risk of a child being harmed as a result of operations or activities	
Where applicable, partner has comparable child safeguarding minimum standards for any downstream partners it engages on OAU funded programs/projects	

CHILD SAFEGUARDING RISK ASSESSMENT TOOL

Program/Project/Activity Name:

Date of assessment:

PROGRAM/PROJECT ACTIVITY	ANALYSIS OF RISK FACTORS (DESCRIPTIVE)	LIKELIHOOD	CONSEQUENCE	OVERALL RISK RATING	MITIGATION – ACTION TO BE TAKEN TO REDUCE RISK	BY WHOM	BY WHEN

CONTENTS

GUIDANCE NOTES WHEN CONDUCTING A CHILD SAFEGUARDING RISK ASSESSMENT AND USING THE TOOL:

1. **Activity (Column 1) -** List the specific activities for the program/project or activity, for example: Staff will be conducting a 2-day workshop in the community as part of the project OR Consultants will be engaged to conduct feedback evaluation.
2. **Analysis of Risk Factor (Column 2) -** What are the possible risks to a child's safety or wellbeing as a result of contact with or the impact of this activity?

   Some activities may contribute to or raise the level of risk (**See Resource Tool 12** to guide your discussion and analysis of the Risk Factors). See notes below.

   Activities need to be "unpacked" so each can be assessed for the potential risks it poses to children. Simply saying "children may be harmed" in this column does not provide sufficient analysis of the risks posed or potential harm to children.
3. **Overall Risk Rating – Likelihood and Consequence (Columns 3,4 & 5)**

   Risk is measured in terms of likelihood (being the probability of the event occurring and consequences (being the scale of impact of an event).

   Risk evaluation involves considering the risk's overall level. This allows determination of whether further actions are required to bring the risk within an acceptable level.

   The overall risk evaluation helps prioritise risks - high/extreme overall risk rating requires urgent implementation of the mitigation actions.

   (a) Rate the likelihood of each risk occurring, using the following rating scale.

LIKELIHOOD

1	2	3	4	5
Rare	Unlikely	Possible	Likely	Almost Certain

(b) Rate the consequence of each risk, using the following rating scale.

CONSEQUENCE

1	2	3	4	5
Insignificant	Minor	Moderate	Major	Catastrophic

Consequence Rating the severity of harm/abuse to a child (impact) if risk occurred (for example the likelihood of engaging a person seeking to deliberately abuse a child may be unlikely however the impact on a child would be catastrophic)

Determine the overall rating of each identified risk – whether it is **extreme**, **high**, **medium**, or **low**. To do this, identify the cell in the following table which corresponds to the consequence rating and the likelihood rating. For example, if the consequence rating is major (4) and the likelihood rating is possible (3), then the overall risk rating is "**high**".

LIKELIHOOD						
	5	high	high	extreme	extreme	extreme
	4	medium	medium	high	high	extreme
	3	low	medium	medium	high	high
	2	low	low	medium	medium	medium
	1	low	low	low	medium	medium
		1	2	3	4	5
		CONSEQUENCE				

4. **Mitigation (Column 6) –** include the actions to be implemented as part of the program/project to reduce the level of risk.

   Also include here what is already in place that is contributing to reducing the risk – including existing CS procedures and measures. However simply saying the "Child Safeguarding Policy is in place" as the only mitigation action is not an adequate measure for all identified child safeguarding risks.

5. **By Whom (Column 7) –** staff responsible for implementing and monitoring the mitigation actions.
6. **By When (Column 8) –** time frame for implementation and monitoring.

***Analysis of Risk Factor Notes:**

Some program/response/event activities are higher risk than others. Refer to **Resource Tool 12** for examples of factors that may increase the level of risk to children, either as a result of intended or unintended harm/misunderstanding. Also see **Resource Tool 13** for examples of some common risk factors in Oxfam programs/activities and suggested mitigation strategies.

It is important to remember children are not one homogenous group. Children have different levels of vulnerability and resilience and this needs to be considered when identifying risks to children. For instance, the risk posed to one group of children may not be relevant for all children in contact with the program or project.

RESOURCE TOOL 12

FACTORS THAT MAY INCREASE THE LEVEL OF RISK TO CHILDREN

PERSONNEL	CHILDREN
• Personnel in direct or indirect contact with children • Personnel will be deployed internationally (outside their usual country of residence) • Independent researchers will be interviewing children • Young people will be engaged as peer mentors/leaders • Staff/Volunteers will be working in communities and making home visits • Staff or volunteers will be recruited for immediate deployment • Reliable criminal record checks are hard to obtain • Contractors engaged to distribute food/supplies • Unidentified and unsolicited volunteers tuning up to a disaster response • Position involves need for physical contact with children • Project activities involve demonstrating a skill to children (such as in sport, dancing) • Personnel will be in a position where they may be a power imbalance such as in the distribution of food or medical supplies • Personnel not adequately trained on child safeguarding policies, Code of Conduct and reporting process • Personnel will be visiting children in schools or women's refuges • Personnel will be having online contact with children • Personnel will be involved in taking photos, videos of children or collecting stories from children • Personnel take on new responsibilities or transfer into new programs that involve contact with children • Personnel have little experience working with or being in contact with children in work settings • External contractors will be engaged for an event such as performers, drivers, sports instructors, security personnel • Volunteers will be engaged to assist with the event	• Children are without parental/caregiver supervision – unaccompanied minors, abandoned or orphaned children, children in detention facilities • Young children will attend the program/activity/event with parents/caregivers • Program/activity will be in contact with children with a disability • Program/project involves pregnant women – risk to the unborn child (physical work, hazardous or toxic environments, access to medical/emergency care etc.) • The program/activity will be working with children who have experienced past trauma/conflict/disasters • Children may be left unsupervised whilst parents/caregivers participate in the program/activity/event • Children have been abused or sexually exploited • Program/activity has engagement with children who do not have many support systems or access to resources • Children who are parents themselves are involved in the program/activity • Child headed households in community • Children may be marginalised or face discrimination • Children are institutionalised such as orphanages, boarding schools, correction or detention facilities • Activity involves providing infrastructure such as WASH that children will access (water sites, toilets without adequate lighting or secluded locations) • Children and young people will be involved in Oxfam activities without parental supervision • Children will be involved in an online campaign • Children and young people will be participating as volunteers, youth ambassadors, political advocacy etc

LOCATION	COMMUNICATION/MEDIA
• Contractors such as builders will be on site where children are present • Children attending program/activity/event with parents/caregivers and the location is close to water, traffic, limited shade, animals • Risk of commercial sexual exploitation of children, child trafficking or military use of children in location of program/project • Activities located away from community or in isolated, secluded or inaccessible locations • Involves activities that are away from the Oxfam office • Children/families and communities are not made aware of child safeguarding policies and their right to raise any concerns they have for their safety or wellbeing • Program/project location does not have safe access to latrines/toilet blocks for children and families • Community members being engaged to work or volunteer in the program/project for the first time • Local child protection laws do not exist or poorly enforced • Program/event location does not have safe access to toilet blocks for children and families • Community members being engaged to work or volunteer in the program/activity for the first time • Event location is accessible by members of the public	• External journalists and photographers will be in contact with children in the program/event/campaign • Program/activity involves interviewing children as part of research or evaluation • Children may be filmed by media with their families/community • Supporters/donors will be visiting the program/activity and will come into contact with children • Program/activity will be taking photos/videos of, or collecting stories from children in the community • Program/activity involves direct one-on-one or group access to children online • Program/activity involves online access to children's personnel and/or confidential information • Visitors to program/activity wanting to take photos of children to put up on their personal social media sites • Specific cultural considerations exist for taking photos of children
PARTNERS	**CERTAIN ACTIVITIES**
• Partners lack resources to meet child safeguarding standards • Partner is closed or unaware in regard to child safeguarding • Partners will be in direct contact with children • Partner is a government agency/university • Partner does not have adequate reporting mechanisms to raise concerns around the conduct of their personnel • Partner has not provided training to staff or volunteers on child safeguarding	• Activities involve staff/volunteers/consultants visiting a family's home or a community • Children and families will be transported to program activities by drivers • Activity taking place at night or during the hottest part of the day and children accompanying parents • Activities being implemented as part of an emergency response • Activity involves a large public event or an excursion and external factors may place children at risk • Activity involves children and young people posting images of themselves on a social media site or posting comments online

RESOURCE TOOL 13

EXAMPLES OF RISK FACTORS AND MITIGATION STRATEGIES

NOTE: The risk factors and mitigated strategies presented in this Table are indicative lists; Staff and partners are encouraged to build on these by identifying risks and mitigation strategies that are contextually appropriate and relevant to their work.

AREA OF RISK	RISK FACTOR	MITIGATION STRATEGIES
CONTACT WITH CHILDREN	No way of getting feedback from the children and community	Include responsibility to seek feedback in project staff roles
	Children are without parental/caregiver supervision – unaccompanied minors, abandoned or orphaned children	Develop specific CS protocols for these situations that consider: • ratios of staff to children for supervision and safety of both children and staff • overnight supervision and sleeping arrangements (staff to sleep close by but not with children) • child friendly complaints mechanisms • referral of children to child focused agencies or government services
	The project will be working with children who have experienced past trauma/ conflict/disasters	Provide staff with training and support/debriefing to be able to work effectively with this group of children. In particular, staff trained of recognising signs of abuse and how to report this following a CS Reporting Process Consult with local experts or child focused agencies on providing training and advice Map local agencies and services that children can be referred to for counselling and other psychosocial support Provide parents/carers with the CSFP or CS Delegate details to contact if they have any concerns for the safety or wellbeing of their children
	Children who are parents themselves are involved in the program/ project activity	Ensure the organisation and personnel apply the same child safeguarding standards (in particular the standards set in the CS Code of Conduct) to these children and young people even though they participate in the program as parents
	Child headed households in community	Always have a minimum of two staff present when visiting the household Conduct the visit in an open and highly visible space (where other community members could observe), rather than in the house Senior staff to occasionally accompany staff on visits and speak to the children to see if they have any concerns/complaints
	Young people attending an event are without parental/caregiver supervision	Develop specific CS protocols for these situations that consider: • adequate ratios of staff to young people for supervision and safety of both children and staff • child/youth friendly complaints mechanisms (24 hour) • feedback from young people after the event • emergency contact details and consent obtained from parents/ caregivers • informed consent obtained from young people
PEOPLE	Independent researchers will be interviewing children	Use child safeguarding recruitment and screening measures to engage the researchers Have researchers sign the Code of Conduct Staff to supervise researchers when in contact with children Brief children on how they can raise a concern for their safety or wellbeing during the interviews (i.e. CSFP) Conduct feedback with children to see if they had any concerns about the interview process

AREA OF RISK	RISK FACTOR	MITIGATION STRATEGIES
	Young people will be engaged as peer mentors/leaders	Provide young people with skills and information they need to be effective in their roles Staff to provide supervision and support for the young people Have the young people develop their own Code of Conduct to ensure they maintain safe and professional standards of behaviour with the children they will be working with Develop a youth and child friendly complaints mechanism for both the young people and the children
	Volunteers will be working in communities and making home visits	Volunteers to be supervised and supported by staff members Volunteers to be identified when visiting the community Community provided with a briefing from staff on the program and the volunteers who will be working in the community Volunteers undergo child safeguarding recruitment and screening measures and attend CS training Volunteers to sign the CS Policy, Code of Conduct and be aware of the CS Reporting Process Staff to conduct regular visits to community and speak with community members and community leaders to monitor the work of the volunteers and receive feedback/complaints
PROGRAM/ACTIVITY	Project is located in isolated place and away from the community	Design alternative project location with children and community
	Program design does not adequately address specific protection and safety needs of children leading to undesired outcomes	Undertake a mapping of safe and unsafe spaces for children (include children in this process)
	Activity involves staff having direct contact with children	Always have at least two staff present (and parents/caregivers) Activity to take place in an open and highly visible space Make parents/caregivers and children aware of how they can raise a concern with Oxfam
VIOLENCE AGAINST WOMEN	Violence Against Women program does not address impact of violence on children	Include children and young people in program design to ensure the voice of children and their understanding, experiences and impacts of Violence Against Women are heard. Include their views on their own safety and protection needs
WASH	Child abused when accessing WASH facility	When designing WASH facility ensure it is culturally appropriate, accessible and in highly visible spaces that reduce the opportunity for abuse or exploitation to occur
HUMANITARIAN RESPONSE	Child abused or exploited when assisted by Humanitarian response activity	Incorporate gender and diversity principles in emergency programming to ensure dignity, access and safety for boys and girls, including child safeguarding Ensure that all humanitarian responses have monitoring mechanisms focused on child safeguarding to evaluate whether CS standards are being implemented and to identify any new CS risks that may emerge and address those emerging risks. See DFAT Guidance Note – Monitoring & Evaluation Maintain a registry of all aid workers deployed to work with children Ensure the level of contact with children by staff and volunteers (security personnel, cleaners, drivers, carers) is considered, and appropriate recruitment measures are undertaken Supervise visitors to the response and have them sign the Code of Conduct. In particular, brief ex-patriate staff and volunteers on local context and cultural requirements

AREA OF RISK	RISK FACTOR	MITIGATION STRATEGIES
WOMEN'S ECONOMIC EMPOWERMENT OR LIVELIHOOD PROGRAMS (EFSLV)	Program does not consider women's care and home-based work that could impact on women's ability to engage in the program, or increase potential harm to children Children are left home alone (increasing risks of unintended neglect, household accidents or child abuse) Older siblings are taken out of school due to increased childcare and household responsibilities, resulting in children, particularly girls, dropping out of school or being absent for long periods Children are taken to worksites, exposing them to potential injury, child physical or sexual abuse and exploitation	Consult women about their availability for participation, to find times that have minimal impact on the care of children, including older children having to take on parental responsibilities Women and children should be consulted as part of this process as they have unique insights into the issues that pose a barrier or risk to participating If possible provide safe childcare facilities operated by screened and trained staff/volunteers Identify and link with existing community-based early childhood care and education centres or support community-based care arrangements. Ensure they have been security and child-safe assessed
OXFAM RUN COMMUNITY EVENT	Family/Community activity or event is taking place in a public space	Conduct an assessment on the space to scope risks such as traffic, water, shade, public access, closed spaces or toilet blocks not easily accessible and if needed block off certain areas or provide portable toilet facilities etc Appoint Oxfam staff as child safeguarding focal points for the activity/event (for lost children and any concerns) Ensure parents/caregivers aware must supervise their own children at all times – Oxfam staff or volunteers will not be able to provide care and supervision Oxfam staff and volunteers clearly identified All staff and volunteers, and external contractors such as security, provided with a child safeguarding briefing prior to the activity or event
	Young people are participating in the program/project and may be vulnerable or at risk of child abuse and exploitation	Program to inform young people of their legal rights in the workplace Youth friendly complaints and feedback mechanisms implemented so young people aware how to raise any concerns they have for their safety whilst accessing programs Undertake capacity building of training and industry/business partners in child safeguarding Livelihood programs for young women to include mapping to identify safe travel methods and safety planning Program to work with community and parents/carers to raise awareness of the minimum age for employment in line with national or international standards (whichever is higher) Adolescent skills programs consider beneficiaries who are young parents in order to ensure their participation and to provide safe and good quality care for children whilst they attend program activities
ORGANISATION	Organisation supported by individual donors who are not background checked/ screened	Introduce additional safeguards for donor management Donor visits supervised at all times
PARTNERS	Partner is small organisation without resources to implement child safeguarding measures	Include funding for child safeguarding in partnership agreement
	Project involves partnership with training, industry/business or trading partners	Include child safeguarding in partnership due diligence processes and contract negotiations
SOCIAL MEDIA & USE OF CHILDREN'S IMAGES	Children or young person's rights to protection, privacy and dignity are infringed, and their vulnerability increased due to being pictured in undignified ways Child is contacted by an offender or located by an offender because of disclosure of personal identity and location in a photo Child or young person suffers retribution and punishment due to disclosure of personal identity and location in an image	Develop and implement a policy or guidelines about the use of images. Include detailed information about obtaining informed consent Do not use images of children in poses that could be interpreted as sexually suggestive. Consider how it may be viewed in different cultural contexts Be culturally sensitive. Talk to field staff and communities to find out how they would like to be represented, and whether there are any cultural taboos or anything photographers and staff should avoid doing Brief visitors to the field (consultants, donors, photographers, etc.) on taking images and use of images. Include rules about uploading images of children and personal information onto social media platforms. Make sure they sign onto the organisation's child protection policy and code of conduct

RESOURCE TOOL 14

RISK MANAGEMENT PLAN TEMPLATE

RISK DESCRIPTION		RATINGS	Q1	Q2	Q3	Q4	Q5	Q6
Risk Category		Likelihood Rating						
Risk Owner		Consequence Rating						
		Overall Risk Rating						

CAUSES	NATURE OF THE CONSEQUENCES	COMMENTS
1.	1.	
2.	2.	
3.	3.	
4.	4.	
5.	5.	

EXISTING CONTROLS	CONTROL OWNER	EFFECTIVENESS	COMMENTS
1.			
2.			
3.			

TREATMENTS	RESOURCES	% COMPLETE	PROPOSED COMPLETION DATE	ACTUAL COMPLETION DATE	STATUS
1.					
2.					
3.					

RESOURCE TOOL 15

CHILD SAFEGUARDING MONITORING CHECKLIST

This Checklist can be used by PfMs, CMCs, CSFPs, other Program/Project Managers in-country or in-Australia when monitoring the child safeguarding system of either a Country Team, in-Australia team or a Partner.

The Checklist includes questions to monitor the OAU CS Minimum Standards as well as capturing how Teams or Partners are building on the minimum standards, achievements, challenges/gaps and good practice examples.

The questions can be adapted (such as not using all questions or adjusting wording) depending on whether staff are monitoring the work of in-country teams, in-Australia teams or for monitoring partners.

The Checklist can be used on monitoring trip visits, as part of preparing the Child Safeguarding reports, or as a regular monitoring process with Country Teams or Partners.

The information collected can then be fed into the CS Implementation Plan and CS Progress Reports and trip reports.

QUESTION	RESPONSE
GENERAL QUESTIONS: QUESTIONS THAT CAN BE ASKED TO IN COUNTRY OR IN-AUSTRALIA PROGRAMS TEAMS AND PARTNERS	
1. What have been the key achievements in child safeguarding by the Country Team/Partner?	
2. What new child safeguarding procedures or measures have been developed and implemented?	
3. What good practice examples in implementing child safeguarding would you like to share? Why did they work well?	
4. What challenges have you faced in implementing child safeguarding policy and procedures?	
5. What gaps have been identified in the Partner Capacity Assessment requiring follow up?	
6. Have records been kept for the recruitment and screening of personnel in contact or working with children? Ask to see the records to monitor OAU CS Minimum Standards for Recruitment and Screening	
7. Have you engaged any volunteers for programs or activities? Do they have contact with children and if so how were they recruited and screened?	
8. Please provide details on orientation and/or training you have provided to personnel on child safeguarding. What worked well, what are the challenges?	
9. Can you explain the reporting procedures used to raise a concern for the safety or wellbeing of a child?	
10. Have there been any reports made in regard to personnel misconduct or breach of the CS Code of Conduct by personnel? How were these reports handled and investigated? Were they reported to the CS Delegate in Melbourne (via Country Team if asking a Partner)? If not, why?	
11. Have you conducted child safeguarding risks assessments for programs and projects either by the Country Team or together with the CMC/PM or Partner? Can you please show me some examples? What tools and guidance are you using and have you found the process effective in reducing the risk of harm to children in contact with the program?	
12. What, if any, extra support or resources do you need to implement child safeguarding in the Country Office or with a partner organisation?	

QUESTION	RESPONSE
TARGETED QUESTIONS TO COUNTRY TEAMS:	
1. How do you assess a local implementing partner, partner organisation's child safeguarding policy and procedures?	
2. What support and capacity building have you been able to offer to partners to develop child safeguarding policy? What has worked well and what are the challenges?	
TARGETED QUESTIONS TO PARTNER ORGANISATIONS:	
1. Have you developed your Child Safeguarding/Protection Policy and Code of Conduct? If not, what further support do you need?	
2. What is your action plan for implementing your Policy and Code of Conduct?	
TARGETED QUESTION FOR CHILD SAFEGUARDING FOCAL POINTS:	
1. As the Child Safeguarding Focal Points do you have enough time, support and resources to perform your roles? If not what else would you need?	

RESOURCE TOOL 16

CHILD SAFEGUARDING PARTNERS WORK PLAN

Use this Work plan to monitor all partners and where relevant their progress in implementing the OAU CS Minimum Standards.

Record and update this information every 6 months at the Country Office level and include the relevant sections in the 6 monthly Child Safeguarding Progress Reports to OAU.

INSTRUCTIONS: fill in the columns with the information required.

PARTNER	LENGTH OF PROGRAM/PROJECT	DO ANY ACTIVITIES IN THE PROGRAM/ PROJECT INVOLVE CONTACT WITH OR WORKING WITH CHILDREN? YES/NO	IF YES, DOES THE PARTNER HAVE A CS POLICY AND PROCEDURES THAT MEET OAU CS MINIMUM STANDARDS? YES/NO/PARTIALLY	IF NO OR PARTIALLY, PROVIDE DETAILS OF PLAN TO SUPPORT WITH THE DEVELOPMENT OF THE PARTNER'S CS POLICY AND PROCEDURES INCLUDING TIMEFRAME	WHO IS RESPONSIBLE AND TIMEFRAME

RESOURCE TOOL 17

CHILD SAFEGUARDING IN EMERGENCIES/HUMANITARIAN RESPONSE CHECKLIST

Use this Checklist to incorporate child safeguarding into contingency planning, emergency response trainings and during response.

The Checklist can also be used to identify specific actions to be included in the OAU Child Safeguarding Implementation Plan.

Whether Oxfam leads on implementing child safeguarding, or works on these measures with other agencies within clusters, the Checklist below is provided as guidance to incorporate child safeguarding into planning and during response.

ACTION	COMPLETED/TIMEFRAME
Assign Child Safeguarding Focal Point/s for the response. Make sure the CS Focal Points are easily identifiable/ contactable by personnel and communities, particularly the children in contact with the humanitarian program	
Where possible, include a Child Safeguarding Risk Assessment in each humanitarian project proposal	
Ensure all personnel to be deployed on OAU funded responses have met the OAU CS Minimum Standards for Recruitment and Screening, including personnel for rapid recruitment and relocation	
Ensure all personnel (including staff and volunteers) to be deployed have read, understood and signed the Child Safeguarding Policy and Code of Conduct	
Maintain a registry of all aid workers deployed to work with children	
Assess the level of contact of security staff, cleaners, drivers etc. is considered and appropriate recruitment and screening measures are undertake	
Ensure all OAU personnel have been briefed on how to make a child safeguarding incident report following the OAU CS Reporting Process, when working during the response. For instance, who they should contact and how they can do this	
Ensure all Oxfam personnel easily identifiable as Oxfam representatives during the response	
Conduct a Child Safeguarding Risk Assessment for all planned activities (OAU and partners). See Section 8 for detailed guidance on how to do this	
Conduct an assessment of partners in contact with or working with children for implementation of child safeguarding policy and procedures	
If risks have been identified in relation to partner activities, ensure expectations have been communicated with partners, and assess whether they are committed to providing a child safe environment	
Ensure links are made with cluster group activities and processes for referral such as registering unaccompanied children and providing child safe spaces	
If children and young people are involved in EFSVL activities, ensure that they don't engage in harmful forms of child labour and to consider if they can obtain assistance through access to common distribution entitlements in cases where involvement in the activity prevents them from attending school etc	
Ensure the team have an understanding of the local government and other authorities' existing child protection systems and that staff and volunteers are briefed on these as an important part of providing a child safe environment	
Ensure Oxfam is linked into networks with other humanitarian agencies, UN, local authorities and NGOs that specialise in child protection	
Where practical, identify and map the local agencies or authorities able to provide support, counselling or advice such as family support services, safe houses, community groups, local community or faith based organisations, youth services, police (especially specialised police), community child protection committees and legal services. This can be shared with relevant personnel to assist them with referrals etc. if needed See Reource Tool 33	

ACTION	COMPLETED/TIMEFRAME
Provide personnel with information/training on how to identify and respond to signs of child abuse or exploitation. Make it clear this is to facilitate timely identification and reporting of Child Safeguarding incidents in Oxfam communities. There are no expectation personnel will manage or investigate a child abuse incident themselves	
Ensure children, and their parents/caregivers are able to access the feedback and complaints mechanisms established for the response Has a child friendly complaints mechanism been established? (e.g. translated poster, community meeting or radio announcement) Oxfam can liaise with agencies/service providers to do this e.g. training teachers, public health workers	
Ensure contractors and partners have been provided with a briefing on child safeguarding standards and have details of the CS Focal Points to raise any concerns for the safety or wellbeing of a child	
Ensure personnel have been briefed that under no circumstances should they accept unsolicited offers of help and assistance (for example individuals showing up at an emergency location and offering to be a volunteer)	
Where relevant, implement UNHCR standards for the protection of women, girls and boys. Keep in mind the protective needs of different age groups of girls and boys in refugee/IDP camps	
Prepare media briefs to provide journalists, photographers etc. with OAU child safeguarding requirements in regard to the use of children's images/stories and informed consent. Note: media personnel come under the OAU CS Policy as contractors and as such must sign the OAU CS Code of Conduct	
Ensure the development of a CS Implementation Plan that clearly identifies actions to implement OAU CS Minimum Standards and report against these. Make sure that project reports include information on child safeguarding performance.	
Report on child safeguarding performance by the end of each project in the final report	

RESOURCE TOOL 18

COMMON CHILD SAFEGUARDING RISKS & SUGGESTED MITIGATION STRATEGIES FOR EMERGENCY/HUMANITARIAN RESPONSES

NOTE: the risk factors and mitigation strategies presented in this table are indicative lists; Staff and partners are encouraged to build on these by identifying risks and mitigation strategies that are contextually appropriate and relevant to their work.

RISK FACTOR	MITIGATION STRATEGY
WASH facilities located away from camp so children have to walk in the dark to access, have poor lighting, do not offer adequate privacy or are not culturally appropriate	• Consult with children and community members to decide safest location of facilities and what is required to ensure privacy especially for women, boys and girls • When designing WASH facilities ensure they are culturally appropriate, accessible and in highly visible spaces that reduce the opportunity for abuse and exploitation to occur
Temporary structures designed in a way that they do not provide open and highly visible spaces	• Brief teams on ensuring structures provide open and visible spaces and avoid closed off spaces or structures placed in locations away from the main site
Personnel will be visiting children and families in their homes	• Always have two staff present and pre-arrange the appointments with those being visited (this removes the risk of staff being able to visit without a prior formal appointment)
Children will be transported from one location to another or be in the temporary care of personnel	• Ensure safe staff to children ratios are used (always at least 2 staff members present) • Staff to provide Manager/Supervisor with time leaving and time arrived • Number and names of children recorded and each child signed off upon arrival at the destination • Emergency procedures developed in case of accident, injury or illness, child runs away during transportation
Accommodation options not child safe or friendly	• Obtain input from staff, volunteers and children and young people on how to make accommodation more child and youth friendly to ensure they are appropriate, safe, and accessible • Conduct a CS risk assessment on accommodation options
Children with disabilities or children who have experienced trauma, abuse or exploitation present in camps	• Consider how children with disabilities can access services • Ensure staff are trained to be in contact with vulnerable children, particularly children with a disability or living with HIV/AIDS, without discrimination in all aspects of service provisions • Ensure staff are trained on identifying signs and risk factors of abuse or exploitation, particularly within an emergency context, and know how to make an incident report using the Oxfam Reporting Process
Personnel will be providing assistance to children from child headed households	• Personnel aware they are not to continue with the appointment if children are alone in the house, however, in the case of child- headed households, put additional measures in place such as asking an extended family member or community leader to be present • Keep clear records of visits that are signed by children and their guardians • Provide opportunity for feedback from children and young people • Provide child friendly information about Oxfam's complaints mechanism and translated into local language if possible

RISK FACTOR	MITIGATION STRATEGY
Ex-patriate staff and volunteers not aware of local context and cultural requirements	Provide a briefing prior to ex-patriate staff and volunteers on local context and cultural requirements and as part of that briefing ensure the Oxfam Australia CS Code of Conduct is read, signed and understood by all staff and volunteers
Partner organisations do not have in place child safeguarding policy or procedures that meet OAU CS Minimum Standards for Partners	• Conduct a child protection/safeguarding due diligence on all partners to ensure adequate child protection policies, procedures and practices are in place prior to engaging • Where possible, engage partners that have adequate child protection standards and processes • Provide support to partners to develop CS policies and procedures
Media or celebrities will be visiting the camp or location and may interview children or take photos/videos of them	• All visitors read, understand and sign the Oxfam/OAU Child Safeguarding Code of Conduct • All visitors to receive a Child Safeguarding briefing before community visits • Supervise all visitors to the program • Keep a visitor registry • Provide media with a child safeguarding briefing that includes OAU's Images and Video Policy and Ethical Content Guidelines • Ensure Oxfam staff obtain informed consent from children and parents/guardians
Cash for work or cash based aid for children who are heads of households may be at risk of being employed for work and not attend school	• Consultation with children and young people to obtain their input into potential risk of school non-attendance • Consultation with local schools and community leaders • Feedback obtained from children and community participating in the program
Local risk factors exist such as; child sexual exploitation and trafficking, recruitment of children into armed services or lack of child protection laws and systems	• Ensure all personnel are aware of the Oxfam Child Safeguarding Reporting process and how to make an incident report following this Process within the program/response context. • Where practical, identify and map the local agencies or authorities able to provide support, counselling or advice such as family support services, safe houses, community groups, local community or faith based organisations, youth services, police (especially specialised police), community child protection committees and legal services • Contact made with local child based NGOs and community/government agencies
Contractors engaged to distribute food/supplies	• Contractors to be briefed on Oxfam CS standards and to report any concerns they have to Oxfam • Contractors to sign the Oxfam CS Code of Conduct
Personnel will be in a position where they may be a power imbalance such as in the distribution of food or medical supplies	• Appoint one or two staff members to be the child protection focal points for the program; they can be the champions for the Child Safeguarding Policy and standards and be a contact point for personnel and community members to ask questions or raise any concerns • Oxfam Child Safe message and information on feedback and complaints mechanism publicised widely within the community, displayed at distribution points etc
Unidentified and unsolicited volunteers tuning up to a disaster response	• As part of the pre-departure briefing, inform personnel that Oxfam would never agree to any unidentified or unsolicited volunteers being engaged on a program under any circumstances. All volunteers would be formally recruited and screened prior to engagement • Ensure all volunteers engaged by Oxfam are clearly identified as representatives of Oxfam (photo ID, T-shirts etc.). • Oxfam personnel and communities made aware they should immediately report if they are contacted by unidentified or unsolicited volunteers using the CS Reporting Process or contacting their direct supervisor/manager.

RESOURCE TOOL 19

RISK MATRIX FOR ASSESSING IMAGES OF CHILDREN

Use this as a guide to assessing images for use by Oxfam to ensure the rights of the child are upheld and for some practical examples for assessing images for use by Oxfam.

IMAGE	HIGH RISH	LOWER RISK
CHILD IS ALONE IN THE IMAGE	Child is distressed, injured or extremely ill	Child is being medically treated or helped by Oxfam staff
	Child is sitting alone in the middle of a conflict zone or in an extreme state of poverty, for example on a rubbish dump	The image of the child is empowering and positive, for example the child is giving a speech or receiving an award
CHILD HAS LITTLE CLOTHING ON	The child's bottom, nipples or genitals are revealed	The child is participating in an activity such as a sport and wearing the appropriate clothes – for example shorts however only use these types of images if necessary for the context
	The child is living in poverty/homeless and the use of the image does not respect the child's right to dignity and privacy	Look for other images of the children where they are adequately clothed and use these instead
CHILD IS INJURED OR UNWELL	Child has blood on them, is crying/screaming, extremely ill or appears to be close to death	Child is with a parent (in their arms), is being treated, is adequately clothed and not in a state of high distress or obvious injuries
CHILD IS MALNOURISHED OR EXTREMELY IMPOVERISHED	The child is lying alone on a hospital bed with a large stomach, extremely thin, distressed or has flies on his/her face	The child is receiving medical attention, food aid and is surrounded by parents/community and aid workers
CHILD HAS BEEN TRAUMATISED OR ABUSED	Children have a right to privacy and dignity. There is also a risk of re-traumatising children by asking them to recall past trauma or abuse	A young person has the right to tell his/her story however informed consent must be obtained, the name, location of the young person must not be revealed, they should have the option to have their face non-identified and a risk assessment should be conducted to ensure the interview/image does not place the child at risk of further harm or punishment
THE IMAGE DEPICTS A PARTICULAR GROUP OF CHILDREN	Children may not want to be associated with this group or being stereotyped given the context of the image – for example a caption may say "here is a group of refugee children X organisation is assisting" Consent has not been obtained from all the children or with a large group staff did not ask first if anyone did not want to be in the photo	The image is relevant to the context of the image – for example para sports event where children with a disability are participating
IMAGES OF PARENTS WITH THEIR YOUNG CHILDREN/BABY	Parents may be placing their children unintentionally at risk by including them in a photo – for example there are family violence orders that require the location of the children to remain confidential Oxfam staff must consider the rights of the child even where a parent agrees. The parent may feel pressure to include the child in the image however the child may appear very unwell or be in a state of distress	The image presents a powerful ad positive image of family/community and the parent's informed consent has been obtained
IMAGE IS FROM A SOURCE OUTSIDE OXFAM AUSTRALIA	Cannot confirm requirements such as informed consent. For example, the image is of a child living on the streets and it is not clear how informed consent would have been obtained	Oxfam Australia is able to confirm informed consent was obtained from parent and/or child and have the context and background story to accompany the image. For instance, the child was separated from his/her parents during the disaster however was reunited

RESOURCE TOOL 20

OXFAM CHILD FRIENDLY INFORMED CONSENT FORM (EXAMPLE) (TO BE ADAPTED AND TRANSLATED)

CHILD'S NAME:

DATE:

LOCATION/PROGRAM:

OXFAM STAFF NAMES AND POSITIONS (ALWAYS HAVE 2 STAFF MEMBERS PRESENT):

Depending on the age/literacy of the child, ask the child to read the question or read it to him/her and ask the child to circle his/her response using the faces or words.

Circle the face the matches how you feel – happy/agree, not sure, sad/do not agree OR circle the words

QUESTION	CHILD'S RESPONSE
A PERSON WHO WORKS FOR OXFAM ASKED YOU IF THEY COULD TAKE YOUR PHOTO OR FILM YOU **HOW DO YOU FEEL ABOUT HAVING YOUR PHOTO TAKEN OR BEING FILMED TODAY?**	 OR happy/agree, not sure, upset/sad/do not agree
THE OXFAM PERSON EXPLAINED YOU DO NOT HAVE TO AGREE TO HAVING YOUR PHOTO TAKEN OR TO BEING FILMED **IS THAT RIGHT?**	 OR agree, not sure, do not agree
HOW DO YOU FEEL ABOUT YOUR PHOTO/FILM BEING USED ON THE OXFAM WEBSITE? **SHOW THE CHILD THE IMAGE OR USE A PHONE/DEVICE TO SHOW THE OXFAM WEBSITE TO THE CHILD IF POSSIBLE** **EXPLAIN THAT THE IMAGE WILL BE ON THE INTERNET SO CAN BE SEEN ANYWHERE IN THE WORLD**	 OR agree, not sure, do not agree
HOW DO YOU FEEL ABOUT YOUR PHOTO BEING USED IN AN OXFAM MAGAZINE, POSTER OR GIFT CARD? **SHOW THE CHILD A COPY IF YOU HAVE THEM AVAILABLE**	 OR agree, not sure, do not agree

QUESTION	CHILD'S RESPONSE
HOW DO YOU FEEL ABOUT YOUR PHOTO OR FILM OF YOU BEING USED IN A TV COMMERCIAL/ADVERTISEMENT? SHOW THE IMAGE OF THE TV TO THE CHILD.	 OR agree, not sure, do not agree
HOW DO YOU FEEL ABOUT YOUR STORY OR WORDS YOU HAVE TOLD US TODAY BEING USED IN AN OXFAM REPORT OR POSTER? SHOW AN EXAMPLE OF A POSTER OR REPORT TO THE CHILD IF AVAILABLE.	 OR agree, not sure, do not agree
OXFAM HAVE ALSO TALKED TO YOUR PARENTS/GUARDIANS TO ASK THEIR PERMISSION TO TAKE YOUR PHOTO OR FILM YOU. HOW DO YOU FEEL ABOUT THAT?	 OR happy, not sure, sad/upset
YOUR PHOTO, FILM OR STORY MAY NOT END UP BEING USED BY OXFAM. HOW DO YOU FEEL ABOUT THAT?	 OR happy, not sure, sad/upset
(COULD ANSWER THIS QUESTION AFTER PHOTO/FILM/STORY HAS BEEN OBTAINED) HOW DID YOU FEEL ABOUT HAVING YOU PHOTO TAKEN OR BEING FILMED TODAY? DID YOU HAVE ANY WORRIES OR CONCERNS? (OXFAM STAFF MEMBER OR A CS FOCAL POINT MAY HAVE TO RECORD THIS RESPONSE)	 OR happy, not sure, sad/upset

CHILD'S SIGNATURE:

DATE:

Form based on Plan Australia form

CHILD SAFEGUARDING BRIEF TO EXTERNAL MEDIA

Brief to provide to external journalists, media, photographers and videographers reporting on Oxfam programs, activities or humanitarian responses.

If media will be engaged as part of a contractual agreement with Oxfam, or will be reporting for a period of time (not just a one-off engagement), they must also sign the OAU Child Safeguarding Code of Conduct.

Oxfam is a child safe organisation and is committed to upholding the rights of children and safeguarding them against all forms of abuse or exploitation.

When interviewing, photographing or taking video footage of any children connected with Oxfam programs we ask that you please agree to the following requirements:

- always have an Oxfam staff member present
- children must be portrayed in a dignified and respectful manner, taking care that the context is relevant to Oxfam's work
- children are adequately clothed (including child's chest to be covered), their body position is appropriate and they are not represented in a vulnerable, submissive or sexually suggestive manner
- discuss with Oxfam staff the use of images of children where a child appears distressed, injured, malnourished, unwell or alone and frightened
- ensure Oxfam staff have obtained the informed consent to use a child's images or interview from his/her parents/guardians and where appropriate, the informed consent of the child
- agree to remove any content or images that Oxfam staff or the child/parents have requested to be removed, due to possible risk of harm to the child
- first name of the child changed, the surname of children is not published or details of the location of the child such as name of school, village or any other information which would give away the specific location
- discuss issues of confidentiality, sensitivity and privacy with Oxfam staff prior to using a child's images, footage or interviews

Please speak to ..... on .....(Child Safeguarding Focal Point/Program Manager) if you have any questions about this brief or if you have any concerns for the safety or wellbeing of any child you come into contact with as a result of reporting on Oxfam programs.

Thank you for working with us to keep children safe.

RESOURCE TOOL 22

CHECKLIST FOR ONLINE PARTICIPATION BY CHILDREN

ACTION	COMPLETED/DETAILS
Informed consent must be obtained from the child and if under 18 years of age, from their parent/guardian as well	
Children must be informed of how to be safe whilst participating – for instance what type of image they post of themselves, how they are dressed, not to provide identifying information such as surname, school, address	
Use safe and closed (non-public) online forums to host social media sites, and forums with member only and password access.	
Links to child friendly online reporting and information services should be provided on the campaign or competition site	
Children should immediately contact a Child Safeguarding Focal Points at Oxfam if they have any concerns for their safety or wellbeing whilst participating, or that of another child	
Children must agree to participate safely in terms of their comments online – for example to be respectful and not offensive or hurtful to other children or make any sexually suggestive comments	
The campaign or competition must be monitored by OAU/Country Office staff and any unsafe or offensive activity should be immediately reported (OAU CS Reporting Procedures)	
Children provide feedback at the end of the campaign or competition including any concerns they had during their participation	

RESOURCE TOOL 23

OXFAM CHILD SAFE POSTER FOR CHILDREN

OXFAM IS A CHILD SAFE ORGANISATION

No one at Oxfam should behave in a way that makes you feel unsafe or afraid.
BUT if someone from Oxfam has made you feel unsafe or upset please let us know.
We will listen to you and take your concerns seriously.

You or your parent/guardian can contact our Child Safeguarding Focal Point:

PHONE

.....

IN PERSON

.....

EMAIL

.....

RESOURCE TOOL 24

OXFAM CHILD FRIENDLY FEEDBACK FORM

Thank you for being part of this Oxfam activity [campaign, event]

It is important to hear from you about the time you spent involved with Oxfam. We take what you say seriously and use the information you provide in the form to help improve our activities for all children.

You do not need to let us know your name. It is up to you.

ACTIVITY:

DATE/S:

NAME (IF YOU WANT):

AGE:

INSTRUCTIONS: to be removed before giving the form to the child.

Depending on the age/literacy of the child, ask the child to read the question or read it to him/her and ask the child to circle his/her response using the faces or words.

QUESTION	CHILD'S RESPONSE
1. HOW DID YOU FEEL WHEN YOU WERE PART OF THE OXFAM ACTIVITY? **CIRCLE THE FACE THAT BEST DESCRIBES HOW YOU FELT – HAPPY, NOT SURE, SAD/UPSET**	
2. NAME ONE THING YOU LIKED BEST ABOUT THE ACTIVITY YOU ARE INVOLVED IN?	
3. WAS THERE ANYTHING YOU DIDN'T LIKE ABOUT THE ACTIVITY?	
4. WHAT DID YOU THINK ABOUT THE STAFF/VOLUNTEERS? **CIRCLE THE FACE THAT BEST DESCRIBES THE STAFF/VOLUNTEERS – GREAT/FUN, NOT SURE, NOT VERY FUN/NOT VERY GOOD**	
5. DID YOU HAVE ANY WORRIES ABOUT THE WAY THE STAFF/VOLUNTEERS TREATED YOU OR YOUR FRIENDS?	YES/NO If yes, can you tell us what your worries were?
6. IS THERE ANYTHING ELSE YOU WOULD LIKE TO TELL US ABOUT BEING PART OF THIS ACTIVITY? GOOD OR BAD.	
7. WOULD YOU BE INVOLVED IN ANOTHER OXFAM ACTIVITY? **CIRCLE THE FACE THAT BEST DESCRIBES YOUR ANSWER – YES, NOT SURE/MAYBE, NO**	

RESOURCE TOOL 25

GUIDELINES FOR INTERVIEWING CHILDREN FOR RESEARCH OR EVALUATION (SAVE THE CHILDREN)

WHY INTERVIEW CHILDREN:

- Children want to speak out
- Children have fresh and interesting things to say
- Children have different perspectives
- Some issues affect children more than adults
- Boost children's confidence
- Children have a right to have an opinion
- Children have a right to be listened to
- You'll learn something

WHAT CHILDREN GET OUT OF INTERVIEWS:

Prior to planning an interview ask yourself;

- Will the interview give children the chance to have a say and speak out, or are they simply giving you what you need to satisfy your needs?
- Will they enjoy the interview? If not, how can you at least mitigate the stress?
- Will they learn anything from it?
- Is there any way you can give something to them in return? What might that be?
- Will there be any danger/negative impact to the child as a consequence of the interview?

PREPARATION:

- Be aware of your own attitudes to children. Don't patronise them or show that you know more than they do. Put yourself in their place and treat them with respect
- Be aware that children can be placed at risk as a result of participating in an interview. Unintended consequences can occur when children speak out. This is particularly true in some of the more dangerous or risky environments where we work. At all times consider means of safeguarding children. If you encounter unforeseen danger, prioritise on the safety and welfare of the interviewee
- Consider possible actions to mitigate risks to children as part of your preparation. Think ahead of the possible need to anonymise details from the interview that would make a child traceable such as withholding names, locations and details
- Remember that in extreme situations, notebooks and recorders have been seized and such actions could implicate children interviewees
- Explain in detail what you're doing, and why you want to talk to them. Show examples of publications with other children's interviews. Explain what you'll use the material for, and seek their permission to use it
- Be honest about what you're doing, and don't raise expectations (e.g. of money, a job, medical help). Make it clear that you're not gaining anything personal from the interview, but that it will our work
- If you need an interpreter, choose someone who relates well to children, won't intimidate them, and understands the purpose of the interview. Tell the interpreter to translate everything, and to say the child's words, not report their speech or give a summary of what they say
- If you are working with a photographer, please ensure that he/she understands the parameters of what photos are needed and how to take them
- Use a voice recorder (unless your shorthand is excellent). Otherwise the originality of the child's language and expression may get lost
- Find a suitable place (inside or out) that is quiet and where the child feels comfortable and relaxed. Let them choose it

- Ensure that adults are out of the way – except for the interpreter and perhaps a project worker, teacher, or another adult the child knows and trusts
- You can interview a small group of 2 to 5 children so that they get support and ideas from each other. But think about how to identify who is saying what
- Try to create a relaxed environment. Have a chat, play a game, let them hear themselves on the voice recorder. Get down to their level – e.g. by sitting on the floor with them
- Bring something personal, such as photos, which can put them at ease or start a discussion
- Remember to take the informed consent form to get signed by the child/parent

THE INTERVIEW

- Introduce yourself, and others (interpreter/photographer) and why you want to talk to them
- Obtain informed consent
- Let them set the pace and tell their story in their own time
- Beware of using labels (e.g. "orphan"), which they may not use or like
- Ask the easy questions first – e.g. their name, age, where they live. Keep using their name when addressing them
- Ask open questions. Avoid too many closed questions, such as 'do you?' which call for a yes or no answer
- You may have to ask questions in several different ways before you get the information you need. It's worth gently persisting, talking around a subject, and even challenging children to think about the questions you're asking
- Be aware of when the child is uncomfortable, and don't push them on sensitive issues. Be prepared to finish the interview or move on to a less sensitive topic if they become upset

DEVELOP PROTOCOLS IF A CHILD DISCLOSES ABUSE

If a child discloses abuse or exploitation (tells you he/she is being abused) during the interview, listen to them take them seriously and record some key details. Do not push them for detailed information. Thank the child for telling you and explain that you will now let someone know who can him/her be protected. See Section 7 for managing a disclosure by a child and follow the Oxfam Child Safeguarding Reporting Procedures.

PROCESS AND PROCEDURES AFTER THE INTERVIEW

- Thank them for their time and for talking to you
- This is a good time to get the consent form signed
- Ask them if they have any questions for you
- Explain again what the interview will be used for, and arrange to send it to them
- Ask them if they want to leave anything out, or change their names or any other details

RESOURCE TOOL 26

CHECKLIST FOR CHILD SAFEGUARDING IN DATA COLLECTING

It is always important to consider child safeguarding when planning a data collection project. It is essential to ensure that children are protected during the data collection activities, will not be harmed through their participation, and that the activity is in children's best interests.

ACTION	COMPLETED/DETAILS
Make sure the data collection is necessary and will benefit children	
Conduct a Child Safeguarding Risk Assessment for the data collection project (**see Section 8**) to provide a child safe environment. This includes providing a culturally safe environment where children feel safe, and draw strength in their identity, culture and community. (see Culturally Safe Environment for Children above)	
If engaging consultants or external data collectors (e.g. University staff) ensure they have met OAU CS Minimum Standards for recruitment and screening when in contact with children and sign the OAU CS Code of Conduct	
Contract or partner agreement to include child safeguarding and reporting obligations (**see Section 13**)	
Oxfam staff to monitor data collection activities	
Establish procedures, including a reporting and follow-up response mechanism, in case a child discloses abuse or becomes distressed during the data collection. This is a priority safeguarding issue for all data collection with children and must be carefully planned for in advance. Before consenting to participate, children should be made aware that data collectors have a duty to report any protection issues and seek support Informed consent obtained from children involved in Oxfam research or evaluations. Informed consent is also required from parents/caregivers/teachers for children under 18 years of age **See Section 11** for a child friendly informed consent form Children must give their consent with full awareness that they can decline to participate or stop the data collection activity at any time There may be special circumstances where parental consent is not possible to obtain (e.g. parents are not living) or when requiring parental consent might put a child at risk. If this is the case, reassess whether it is absolutely necessary and justified to engage these children • OAU Informed Consent Verbal Consent Checklist (**https://oxfam.box.com/s/cvt6vd2q7k0x5q09x66rf7fjjzc7ae8e**) • OAU Child Friendly Consent Form (**Resource Tool 20**)	
When involving Indigenous children consider sensitivities around the use of names, stories, language and images and procedures for gathering Aboriginal and Torres Strait Islander content. OAU Aboriginal and Torres Strait Islander Cultural Protocols must be followed	
Design methodologies and communications materials to be age-appropriate and not place children at risk of harm (such as emotional distress or risk causing tension between children and their parents/caregivers)	
Questions must not be asked which involve children giving personal information about others	
Make sure children and their parents understand how their information will be stored, used and disseminated	
Decide whether you will compensate children (such as working children) for their time to participate in the data collection activities	
Establish a feedback mechanism so that children involved in the data collection can share feedback	

EXAMPLE OF CHILD SAFEGUARDING CLAUSES FOR INCLUSION IN MOUS OR TERMS OF REFERENCE FOR NON-FUNDED PARTNERS (E.G. NETWORKS, UNIVERSITIES)

NOTE: these clauses can be adapted to communicate Child Safeguarding requirements when Oxfam engages in a non-funded relationship with another organisation/entity (e.g. network, academic/research institution)

- The Parties must operate in accordance with the OAU Child Safeguarding Policy and Child Safeguarding Code of Conduct (or the partner's compliant child safeguarding/protection policy and code of conduct) and the OAU Child Safeguarding Minimum Standards for Partners (attach copy/ies of relevant policy and code of conduct)
- Each Party will agree to notify the other party of any suspected or alleged instances of child abuse, exploitation or breach of policy or code of conduct in relation to the program/activity
- Either Party has the right to terminate the partnership if an allegation of child abuse or exploitation has been dealt with inappropriately and the risk to the safety or wellbeing of children involved in the program/activity has not be removed

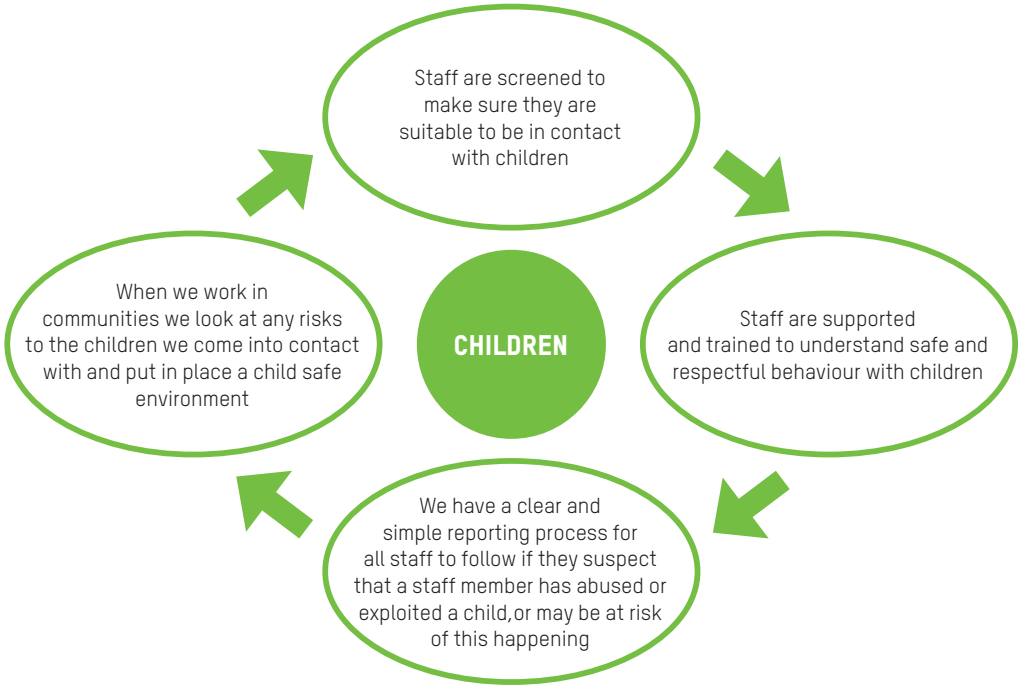
RESOURCE TOOL 28

ONE PAGE EXPLANATION OF THE CS POLICY AND CODE OF CONDUCT FOR COMMUNITIES

Country Teams can use, adapt and translate this information sheet and add different images or visuals to suit the local context.

OXFAM CHILD SAFEGUARDING POLICY AND CODE OF CONDUCT

- ✓ Oxfam upholds the rights of all children to be safe from all forms of abuse and exploitation
- ✓ Anyone engaged by Oxfam [insert country] must always act in the best interests of children
- ✓ The Child Safeguarding Policy and Code of Conduct is signed by all our staff, volunteers and consultants. The Policy and Code support and guide them in providing a child safe environment wherever they are working.
- ✓ The Child Safeguarding Policy contains the way in which Oxfam [insert country] is a child safe organisation and how we apply this to all our programs and activities
- ✓ The Code of Conduct provides the safe standards expected when interacting with children and must be followed by our staff, volunteers and consultants at all times



[Optional] Please contact Oxfam **[insert country]** at **(insert details)** to let us know if you have any concerns about the way in which an Oxfam staff member, volunteer or consultant behaved towards a child. We will treat your concern seriously and professionally manage the complaint.

We also would like to hear about any positive feedback you have about our work or staff in your community.

RESOURCE TOOL 29

INTRODUCTION TO THE CHILD SAFEGUARDING POLICY AND CODE OF CONDUCT FOR STAFF AND VOLUNTEERS OF OXFAM

CHILD SAFEGUARDING POLICY

The Policy is the framework to provide a child safe environment for children in contact with Oxfam programs and activities.

The responsibility for maintaining child safe environments is a shared responsibility of all Oxfam staff and volunteers.

A key principle of the Policy is that staff and volunteers must act in the best interests of the child at all times.

When put into everyday practice, the Policy makes sure Oxfam is a child safe organisation.

CHILD SAFEGUARDING CODE OF CONDUCT

The Code of Conduct provides guidance for staff and volunteers on professional boundaries, safe behaviour and unacceptable behaviour in relation to children.

Most importantly, the Code keeps children safe, but it also keeps staff and volunteer's safe from misunderstandings.

The Code of Conduct relies on staff and volunteers to use judgment and common sense and to avoid actions or behaviours that could be seen as child abuse or exploitation.

How does the Policy and Code apply to everyday work?

Most people working or volunteering for Oxfam keep children safe and always act in their best interests. However sometimes our behaviour or actions with children may be perceived as being unsafe or place children in an unsafe situation. Consider the scenarios below:

Visiting families in community as an Oxfam staff member or volunteer

- Staff and volunteers should avoid being left alone with a child in a house as this may be seen as putting the child in an unsafe situation
- Avoid kissing children even if this is within normal cultural practices as others may perceive this as unsafe given you are visiting as a representative of Oxfam
- What if children run up to staff and hug them? It is important staff and volunteers do not initiate contact such as hugging with children. Use common sense and ensure that any physical contact is around other adults in an open place. Consider the age of the child and what would be appropriate – such as helping a small child to stand up if he/she has fallen over. Think about what is in the best interest of the child

Taking photos

- You have been asked to take photos of community members involved in a program and some families would like their children in the photos
- Children must be adequately clothed and you need to obtain the informed consent of the parents/guardians and the children if they are old enough

A young person asks you for some money because you work for Oxfam

- Explain to the young person you are not able to do this as part of your work policies
- At Oxfam staff and volunteers, it is important situations do not arise where a staff member or volunteer is in a position of power over the child as this can be used by some staff and volunteers to abuse or exploit the child

Relationships

- A mother (17 years old) involved in the program is wanting to form a relationship as girlfriend and boyfriend with a staff member or volunteer who is only a few years older

It is important that safe and professional working boundaries are maintained and staff or volunteers do not form relationships with young people involved in the programs. This is to avoid vulnerable children and youth being abused or exploited by staff and volunteer

RESOURCE TOOL 30

OXFAM'S CHILD SAFEGUARDING CODE OF CONDUCT EXPLAINED (INCLUDING USE OF IMAGES)

Following are all the provisions of OAU Child Safeguarding Code of Conduct (left column) with an explanation of why each provision is important (in the right column).

These provisions have simply been put in place by Oxfam as a cautious measure in the work environment, in order to:

- Avoid settings where staff can potentially abuse or harm a child
- Avoid misunderstandings and misleading scenarios, which could lead to a false allegation against staff
- Uphold the reputation of Oxfam and ensure its work is not affected

The provisions in the Code of Conduct makes clear Oxfam's standards for acceptable and unacceptable behaviour in relation to children, including use of images. They protect personnel by providing guidance on how to avoid situations that may be perceived as harmful to children. The Code of Conduct is therefore a strong preventative child safeguarding measure.

The provisions highlighted in green are the ones usually most discussed amongst personnel or cause some personnel to raise questions or concerns.

OAU CHILD SAFEGAURDING CODE OF CONDUCT

PROVISION OF OAU'S CODE OF CONDUCT	EXPLANATION
Conduct myself in a manner consistent with Oxfam's values and Child Safeguarding Policy	This is simply a commitment to the values of the organisation you are working for, including its child safeguarding principles
Treat all children with respect regardless of their race, colour, gender (including gender diverse children), language, religion, opinions, nationality, ethnicity, social origin, property, disability, sexual orientation or other status	Non-discrimination is a right of the child, as well as a human right. We all have the right not to be discriminated against. No one would happily accept for themselves and their children to be denied access to livelihoods opportunities, health services, and education or be mistreated or differently treated, solely due to race, gender or ethnicity etc With this provision, as a representative of OAU, you are simply committing to the principle of non-discrimination against any child and becoming a model of non-discrimination especially in communities/ societies were discrimination might be an issue
Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, intended to humiliate or culturally inappropriate	It has been widely recognised that such behaviour can have profound effects on the emotional and cognitive development of a child, and especially on his/her self-esteem and confidence, having consequences which may continue into adulthood. For this reason, such behaviour is considered a form of abuse, namely **emotional abuse**
Not engage children in any form of sexual intercourse or sexual activity including paying for sexual services	This is clearly unacceptable behaviour in any culture or legal system What might create confusion is what constitutes a 'sexual act'. A sexual act does not only include penetration or rape, but also exposing genitals to a child, showing pornography to a child, taking naked pictures of a child, inappropriately touching a child, and using sexually provocative language with a child
Wherever possible, ensure that another adult is present when working near children In the capacity of my employment or engagement with Oxfam, not visit a child's home alone or invite unaccompanied children into my own home or accommodation, unless they are at immediate risk of injury or in physical danger	This does not mean that it is morally or ethically 'bad or wrong' to be alone with a child or that we have to distrust anyone who is alone with a child This provision simply aims to avoid potentially misleading situations at work, which might compromise the safety of children who Oxfam comes into contact with or might potentially lead to misunderstandings and false allegations against staff, ultimately affecting the reputation and work of the organisation

PROVISION OF OAU'S CODE OF CONDUCT	EXPLANATION
Not sleep close to unsupervised children unless absolutely necessary however where necessary, immediately report this to my Manager and if possible make sure another adult is present (noting that this does not apply to my own children or in cases when I am acting as a guardian)	This case is similar to the above. It is not morally 'bad' to sleep in proximity of a child. It is just not cautious to do so in a work environment (for the reasons above)
Not use physical or humiliating punishment on children	This is a sensitive and complex issue across many contexts. Physical punishment is used quite commonly in many countries and is socially accepted. It is perceived as the only way to effectively discipline children and has been 'passed on' from generation to generation Asking staff not to physically punish a child is complying with standards agreed upon in the 'Convention on the Rights of the Child' by every country in the world, including yours (unless you live/work in the USA, the only country which have not ratified the Convention) In fact, several studies over several years, have demonstrated that physical punishment is physically and emotionally harmful for children, and can sometimes be traumatic. There is also a lot of evidence to show that alternatives exist to physical punishments which have proven to be more efficient, while also promoting self-confidence and esteem and a lower tendency to use violence as adults. This is called "positive discipline" OAU staff and Country Teams can find out more about this program if they would like to offer it to staff/partners/parents by going to: **http://www.positivedisciplineeveryday.com** It is suggested that all Oxfam representatives, as well as anyone who is a parent, look into the principles and practices of positive discipline, and promote it among family members and friends
Not seek to make contact or spend time with any child connected with Oxfam programs or activities outside of the designated program or activity time	This talks about the risk of a representative of Oxfam using their position of trust and authority to have access to children in the program to gain the trust of the child (grooming) in order to abuse the child In some situations, you may personally know a child involved in an Oxfam program through community or family connection and of course will spend time with them outside the program. In this case just make this known to your Manager to keep this situation accountable By not seeking to make contact or spend time with children you have met through the program outside the program times, you keep both children safe and yourself safe from any misunderstandings
Not do things for children involved in Oxfam programs, activities or events of a personal nature that they can do for themselves such as toileting, bathing or changing their clothes	In line with the above, being in a situation at work where you are in intimate contact with a child could create ambiguous situations which might be misinterpreted and potentially lead to false allegations. Therefore, it is best to avoid any such situation while at work
Act professionally towards children I interact with whilst at the same time showing genuine care and compassion	This summarise all the behaviours detailed above and states that you do not need to be 'cold' or 'detached' towards children and avoid any interaction whatsoever, but just be cautious of potential misleading situations while at work, and continue to show care and compassion through your actions and behaviour
Not abuse my position to withhold professional assistance, or give preferential treatment, gifts or payment of any kind to a child, or another person in relation to a child in order to solicit any form of advantage or sexual favour from a child	This provision is about the risk of a representative of Oxfam creating relationships with children where there is a power imbalance and an adult can use this situation to abuse or exploit a child
Not hire children for domestic or other labour: which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury	In some countries children are engaged in domestic work in wealthier households. Some might refer to this as a cultural practice or a form of assistance to impoverished families, but that does not necessarily mean it is not harmful and that it should not be regulated in some way Claiming that you are helping a child and his/her family by engaging him/her in domestic work might be acceptable in the short term, as long as the work does not interfere with the right to development of the child (i.e. go to school and learn life skills for his/her future) and is not physically harmful or degrading or requires him/her be separated from his/her family for long-periods of time

TAKING AND USING IMAGES AND STORIES OF CHILDREN

Although Oxfam tries to limit the use of children to showcase and present its work to the public, supporters and donors, it is recognised that some of Oxfam's strongest communication materials involve the lives, views, and experiences of children.

However, particular attention needs to be exercised when taking and using photographs, video footage, or stories of children, in order to guarantee their protection, ensure to "do no harm" and respect the child's dignity and privacy.

Oxfam's communication materials (and images) have a wide reach, especially across digital and social media channels, therefore it is crucial to assess the potential risk of using an image and follow certain rules and procedures when taking and using photos or video footage. Special attention should be exercised in certain contexts, such as:

- Conflict situations: when children are vulnerable to being recognised, or where children are combatants, or are undergoing rehabilitation
- Emergency situations: where a child is vulnerable or traumatised, or orphaned
- Abuse: when a child has been subjected to violence of any kind (physical or mental)
- Crime: when a child has survived a crime or been the perpetrator of a crime

See OAU Ethical Images and Stories Policy and OAU Ethical Content Guidelines for more information about collecting and using children's photos, videos and stories. (**https://oxfam.box.com/s/5vlp99nyvq0v7xg5mgv9m0ngdd59kwjb** and **https://oxfam.box.com/s/ipumet4hpyxki3lnpluscdg1x7vxvukx**)

PROVISION OF THE CODE OF CONDUCT	EXPLANATION
Obtain informed consent from the child and parent or guardian of the child before photographing or filming a child or obtaining their story. An explanation of how the photograph, film or story will be used must be provided	This best practice is crucial for the protection of children. "Informed Consent" is more than just formally or informally asking permission to take an image. Informed consent requires **both the child and his/her parents or legal guardians** to have a clear appreciation and understanding of the facts, implications, and future consequences of the potential use of the photograph or video of the child in question, especially in terms of social media or fundraising. Informed consent should be obtained freely and before photos or video footage is shot or an interview begins. You must explain where the photo, video or story will be used, what the potential reach may be, how it will be disseminated, the purpose of using it and what the potential risks or consequences may be. Please refer the OAU Ethical Content Guidelines for more detailed information about obtaining, free, prior and informed consent
Take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child	Each country and context may have local beliefs or traditions about representing people in images. For example, some communities believe that their soul is stolen when a photo is taken of them (particularly in the case of children). In other communities, it is highly disrespectful to use and show images of someone who has died. In some communities, people do not want to show their teeth in pictures and therefore do not smile in front of the camera. In some contexts, especially in a crisis or for security reasons, the government or other ruling groups might forbid anyone from taking images. It is important that you are always aware of these traditions and restrictions, for the dignity of the person captured (and his/her community), your own safety and the reputation of the organisation

PROVISION OF THE CODE OF CONDUCT	EXPLANATION
Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive	Children should never be depicted in a **non-dignified** manner, that is, in such a way that could possibly degrade, victimise or shame them. Children must be presented as survivors and empowered, not victims and their dignity preserved at all times, even when showing need or "before" shots. This means do not take images of children: • that are out of context or do not relate to Oxfam's work or the issues that Oxfam works on. • where they look like a helpless victim l • looking up to the camera – try to get on the same level as them or lower than the child. • who are distressed, alone or in pain especially if they have no parent or guardian present. • who have experienced abuse • in stereotypical roles (unless you are making a point about discrimination) • or showing children with disabilities in a passive or submissive manner and isolated from their communities. • In a pose that could be considered sexually suggestive • Children should be fully dressed (according to local custom) and in no occasion, should children be naked or shots show children's genitals or nipples. Although in local culture this may be acceptable, the image could potentially be disseminated globally over the internet, where it might be offensive in other contexts or could be used and distributed by bad-intentioned individuals as child pornography Furthermore, your image should not be manipulated or sensationalised in any way, but rather provide an accurate, balanced depiction of children's lives and circumstances. IMPORTANT **Ultimately, when in doubt, ask yourself: Is this how I would like to be depicted? Is it how I would like my children and family to be represented? If the answer is 'no', then do not take or use the image.**
Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images or stories in any form	Personal and physical information that could be used to identify the precise location of a child and his/her identity should not be included in file labels, captions or image metadata. If your phone or camera has GPS location turned on, you must make sure this is switched off, before taking photos or video When disseminating the image on the organisation's website or in any other form of communication, you should never use a child's first name or surname or their parents or siblings surnames. You must always use a pseudonym for the child, ideally agreed upon with the child or their parents at the time the image is taken. Likewise, you should not record village names with images of children – use district or province names only This not only respects the privacy of the child, but also serves to protect him/her It must be noted that details of a location do not only refer to the name of the child or village, but also anything that could identify their location (eg, background elements such as a well-known building, or street name, the name of the school they attend)
Ensure images and stories are honest representations of the context and the facts	This provision aims to ensure that the photos you take have a strictly professional purpose and that you are not taking photos of children for personal or other reasons while you are on the work place Images you take should highlight the situation families and children are living in, the circumstances that make them vulnerable, and the work Oxfam is doing to help bring about real and lasting change in their communities and lives (respecting the provisions detailed above in terms of dignity and respect). The images should be a real and true (and not sentimental) reflection of Oxfam's work and brand, and the context that people are living in and the issues they face. Any other purpose should not be contemplated when taking images in communities

RESOURCE TOOL 31

RESPONSIBILITIES FOR PEOPLE & CULTURE UNIT AND COUNTRY TEAMS HR/CHILD SAFEGUARDING FOCAL POINTS

(Where Oxfam Australia is Executing Affiliate and where a Country Team is contractually engaged by Oxfam Australia on Oxfam Australia funded programs/projects)

PEOPLE & CULTURE UNIT RESPONSIBILITIES	COUNTRY TEAM HR RESPONSIBILITIES WITH SUPPORT FROM CHILD SAFE-GUARDING FOCAL POINTS
Collecting and documenting recruitment and screening records for Oxfam Australia staff (see minimum standard evidence required in table above)	Collecting and documenting recruitment and screening records for Country Office personnel (see minimum standard evidence required in table above)
Maintain a central register of Country Teams staff recruitment and screening records	Filing copies of recruitment and screening records in Box secured system
The delivery of child safeguarding training to Australian based staff in the probation period and ensuring they participate in the training	The provision of child safeguarding training to staff tailored to local context This can be in collaboration with local child focused organisations (**see Section 6** and **14** for more information on Child Safeguarding training)
Collecting and documenting training attendance records for Oxfam staff based in Australia	Collecting and documenting training attendance records for Country Office staff and implementing partners
Maintaining a central register of training attendance records from Country Teams	Enter training records into the LMS (Learning Management System)
Documenting training agendas and timeframes for training and materials used in training	Documenting training agendas and timeframes for training and materials used in training

RESOURCE TOOL 32

SAMPLE INCIDENT REPORTING FORM

Country Teams should develop a reporting form for both internal and external child safeguarding reports for staff, partners or other personnel to complete. Below is a template Country Teams can use to develop a reporting form.

CHILD SAFEGUARDING REPORT FORM

CONFIDENTIAL

Please complete this form if you believe that child abuse or exploitation, or a breach of the Child Safeguarding Code of Conduct, may have occurred or that a child's safety is in danger. All child safeguarding concerns should be reported immediately to [Child Safeguarding Focal Point/Direct Manager – insert details]. The report must be treated in strict confidence.

TODAY'S DATE:

TODAY'S TIME:

TODAY'S VENUE/ADDRESS:

NAME OF CHILD:

AGE OF CHILD:

NAME OF PARENTS/GUARDIANS:

Is the child in immediate danger or risk of harm? If yes, what steps have been taken to remove the child from harm?

Details of Concern / Suspicion / Incident for all internal and external child safeguarding reports:

Please fill out as many sections as possible with as much detail as you can.

1. Describe what happened: time/dates/names of persons involved/behaviour or signs observed/any other details:

2. Details of any conversation with the child (it is important only basic details are obtained from the chid. Oxfam personnel should not interview the child or conduct any type of investigation):

3. Have you contacted anyone about this concern? Yes No (Please circle one)

4. If so, who have you contacted?

Please sign this report and print your name and your position in the organisation

Signed..... Date .....

Name: _____ Position: _____

To be completed by Child Safeguarding Focal Point or Direct Manager

Name of Person who received the report:

Date received:

Internal Child Safeguarding Reports

Name of personnel against whom the report is made:
(include position and if relevant, name of partner organisation)

Has this person signed the Child Safeguarding Code of Conduct and attended Child Safeguarding training?
(include dates and other details)

Has this person been notified of the report? Provide details.

Has the Country Director been notified? Provide date and details.

Has the Oxfam Australia Child Safeguarding Delegate (Melbourne) been notified? Provide date and details.

What action has been taken to provide care and support to the child and/or family? Including medical attention, report to police, external referral and counselling.

Action taken including any immediate sanctions, discussion, meetings, HR outcomes or investigation steps

Attach all documentation

External Child Safeguarding Reports

Action taken including details of referral or external report made

EXTERNAL REFERRAL OR REPORTING RECORD:

AGENCY OR SERVICE REFERRED TO:

CHILD AND/OR FAMILY REFERRED TO:

NAME AND POSITION OF PERSON SPOKE TO:

DATE OF REFERRAL OR REPORT:

DETAILS OF ACTION TO BE TAKEN BY AGENCY OR SERVICE:

DATE PROVIDED THIS INFORMATION TO CHILD AND/OR FAMILY:

ANY OTHER DETAILS:

ANY FOLLOW UP REQUIRED:

Signature and name or person who has dealt with report

.....

.....

RESOURCE TOOL 33

MAPPING TEMPLATE – TOOL FOR DEVELOPING A LOCAL REFERRAL AND REPORTING LIST FOR CHILDREN

On receiving external child safeguarding reports (child being abused by someone outside Oxfam), it is NOT expected that Oxfam staff or the Child Safeguarding Focal Points manage or investigate these reports.

Oxfam does have a duty of care to help remove the risk of harm to a child, so external reports should be immediately referred to the appropriate local community agency or government department.

As a Country Team develop a local referral and reporting list so referrals can be easily made. The CSFP can manage this process.

It is important referrals are always made in the best interest of the child. For example, a referral should not be made if there is a risk this will further harm the child, such as retribution from parents or criminal charges made against a child. It is recommended the CSFP contact child focused agencies such as Child Fund, Plan, UNICEF or Save the Children to seek advice on what steps should be taken.

Below is a Mapping Tool to help develop a local referral and reporting list to use for external Child Safeguarding Reports. Keep this list up to date and easily accessible by CSFPs and other staff.

COUNTRY OFFICE	
DATE MAPPING COMPLETED	

1. CHILD PROTECTION LEGISLATION – PROVIDE DETAILS ON THE LOCAL LAWS AND POLICIES THAT EXIST TO PROTECT CHILDREN

DEFINITION OF A CHILD (IN LEGISLATION)	

LEGISLATION COVERING LEGAL AGE (GIVE AGE AND LEGISLATION)	**SEXUAL CONSENT:**	
	MARRIAGE:	
	CRIMINAL RESPONSIBILITY:	
	OTHER (PLEASE SPECIFY)	

LEGISLATION AND POLICIES GOVERNING WELFARE/ PROTECTION OF CHILDREN (ALSO INCLUDE ANY INTERNATIONAL CONVENTIONS TO WHICH THE COUNTRY IS A SIGNATORY OR HAS RATIFIED E.G. UNCRC)	**LEGISLATION:**	**DETAIL WHETHER THIS LEGISLATION IS IMPLEMENTED AND/OR ENFORCED**

2. LOCAL NETWORK FOR PROTECTION AND WELFARE OF CHILDREN

NATIONAL/PROVINCIAL GOVERNMENT DEPARTMENTS/MINISTRY FOR CHILDREN, YOUTH OR WOMEN AND FAMILIES TO REFER CHILDREN AND FAMILIES TO OR TO MAKE A REPORT					
LIST OF MINISTRIES/ BODIES/AGENCIES WITH STATUTORY AUTHORITY FOR THE PROTECTION OF CHILDREN	TYPE OF AGENCY/ SERVICE OFFERED (INCLUDING WHETHER EMERGENCY AND/ OR TEMPORARY CARE CAN BE PROVIDED FOR A CHILD IN NEED OF PROTECTION)	LOCATION	WHAT ARE THE STRENGTHS/GAPS OF THIS AGENCY/ SERVICE?	CAN THIS AGENCY BE CONTACTED IN THE EVENT OF A REPORT? IF YES, GIVE CONTACT DETAILS OF THE SENIOR OFFICER/S WHO MAY BE CONTACTED. (NAME, POSITION, TELEPHONE AND EMAIL CONTACT)	ANY OTHER COMMENTS
a)					
b)					
c)					
d)					
e)					
f)					
g)					

POLICE – REPORTING, INVESTIGATION AND PROSECUTION OF CRIMINAL OFFENCES AGAINST CHILDREN SUCH AS CHILD SEXUAL ABUSE OR EXPLOITATION OFFENCES, PHYSICAL ABUSE, CHILD TRAFFICKING OR ONLINE CHILD SEXUAL EXPLOITATION.			
LOCAL POLICE STATION – MAIN CONTACT DETAILS INCLUDING AFTER-HOURS CONTACT NUMBERS			
ARE THERE ANY SPECIALISED POLICE AVAILABLE LOCALLY OR CLOSE BY, FOR EXAMPLE POLICE TRAINED IN HANDLING CHILD SEXUAL OFFENCES OR FAMILY VIOLENCE MATTERS OR POLICE TRAINED IN INTERVIEWING CHILDREN? IF SO, PROVIDE NAMES AND CONTACT DETAILS.			
ARE THERE ANY CONCERNS OR RISKS TO A CHILD STAFF SHOULD BE AWARE OF WHEN MAKING A REPORT TO THE POLICE?			
NAME AND POSITION OF POLICE WHO CAN BE CONTACTED TO REPORT A CRIMINAL OFFENCE AGAINST A CHILD.	LOCATION	TELEPHONE AND EMAIL	ANY OTHER COMMENTS
a)			
b)			
c)			
d)			
e)			
f)			
g)			

LOCAL HEALTH (INCLUDING REPRODUCTIVE AND SEXUAL HEALTH SERVICES), SAFE HOUSING, CRISIS, FAMILY VIOLENCE, COUNSELLING, LEGAL, YOUTH AGENCIES OR SERVICES TO REFER CHILDREN AND/OR FAMILIES FOR SUPPORT AND ADVICE					
NAME OF AGENCY/ SERVICE	TYPE OF AGENCY/ SERVICE	LOCATION	IS THE SERVICE/ AGENCY CHILD/ YOUTH FRIENDLY? (FOR EXAMPLE, WILL ASSIST A YOUNG PERSON WITHOUT A PARENT PRESENT, STAFF TRAINED IN WORKING WITH CHILDREN AND YOUTH, RESPECTFUL TO CHILDREN/YOUTH, SAFE FOR CHILDREN AND YOUTH, CHILD RIGHTS BASED)	DETAIL ANY LOCAL JOINT ARRANGEMENTS FOR DEALING WITH CHILD PROTECTION ISSUES	CAN THIS AGENCY BE CONTACTED IN THE EVENT OF A REPORT? IF YES, GIVE CONTACT DETAILS OF THE SENIOR OFFICER/S WHO MAY BE CONTACTED. (NAME, POSITION, TELEPHONE AND EMAIL CONTACT)
a)					
b)					
c)					
d)					
e)					
f)					

NGOS (LOCAL AND INTERNATIONAL), PROFESSIONAL NETWORKS ETC. FOR RESPONSE AND REFERRAL OF REPORTS					
NAME OF NGO, PROFESSIONAL NETWORK ETC	TYPE OF AGENCY/ SERVICE OFFERED	LOCATION	HOW EFFECTIVE IS THIS AGENCY/BODY?	DETAIL ANY LOCAL JOINT ARRANGEMENTS FOR DEALING WITH CHILD PROTECTION ISSUES	CAN THIS AGENCY BE CONTACTED IN THE EVENT OF A REPORT? IF YES, GIVE CONTACT DETAILS OF THE SENIOR OFFICER/S WHO MAY BE CONTACTED (NAME, POSITION, TELEPHONE AND EMAIL CONTACT)
a)					
b)					
c)					
d)					
e)					
f)					

LOCAL COMMUNITY BASED GROUPS (FORMAL AND INFORMAL) PROVIDING SUPPORT TO CHILDREN AND FAMILIES					
NAME OF COMMUNITY BASED RESOURCE, GROUP OR BODY (INFORMAL GROUPS, FAITH GROUPS, COMMUNITY CHILD PROTECTION COMMITTEES ETC.)	DETAIL HOW THIS GROUP WORKS AND WHAT IS OFFERED	LOCATION	IS THE SERVICE/ AGENCY CHILD/ YOUTH FRIENDLY? (FOR EXAMPLE, WILL ASSIST A YOUNG PERSON WITHOUT A PARENT PRESENT, STAFF OR VOLUNTEERS TRAINED IN WORKING WITH CHILDREN AND YOUTH, RESPECTFUL TO CHILDREN/YOUTH, SAFE FOR CHILDREN AND YOUTH, CHILD RIGHTS BASED)	DETAIL ANY LOCAL JOINT ARRANGEMENTS FOR DEALING WITH CHILD PROTECTION ISSUES	CAN THIS RESOURCE BE CONTACTED IN THE EVENT OF A REPORT? IF YES, GIVE CONTACT DETAILS OF THE LEADERS/FOCAL POINTS WHO MAY BE CONTACTED (NAME, POSITION, TELEPHONE AND EMAIL CONTACT)
a)					
b)					
c)					
d)					
e)					
f)					

	AGENCY/OFFICE NAME	CP FUNCTION	SENIOR OFFICER/ STAFF	TITLE	CONTACT DETAILS
EXTERNAL REPORTING OF ABUSE (POLICE, NGO, ETC.)					
RESPONDING					
EMERGENCY MEDICAL TREATMENT OF ABUSE					
ONGOING PROTECTION AND SUPPORT OF CHILD, DURING AND AFTER THE CP REPORTING AND/OR INVESTIGATION					
ONGOING MEDICAL INPUT WITH REGARD TO INJURY, PREGNANCY, STD AND HIV ISSUES					
COUNSELING SERVICES TO CHILD ABUSE VICTIMS					

SUMMARY

Based on information gathered above you may list here a summary of the key contacts for each type of Child Protection (CP) Issue. Complete one for each location/area/office.

	AGENCY/OFFICE NAME	CP FUNCTION	SENIOR OFFICER/ STAFF	TITLE	CONTACT DETAILS
EXTERNAL REPORTING OF ABUSE (POLICE, NGO, ETC.)					
RESPONDING					
EMERGENCY MEDICAL TREATMENT OF ABUSE					
ONGOING PROTECTION AND SUPPORT OF CHILD, DURING AND AFTER THE CP REPORTING AND/OR INVESTIGATION					
ONGOING MEDICAL INPUT WITH REGARD TO INJURY, PREGNANCY, STD AND HIV ISSUES					
COUNSELING SERVICES TO CHILD ABUSE VICTIMS					
AGENCIES/ RESOURCES FOR SAFE PLACEMENT OF CHILD					
LEGAL SUPPORT AND REPRESENTATION					
OTHER (PLEASE SPECIFY)					

RESOURCE TOOL 34

CHILD SAFEGUARDING TRAINING GUIDANCE NOTES WITH SUGGESTED AGENDA

SUGGESTED CHILD SAFEGUARDING TRAINING AGENDA

TOPIC	NOTES
1. Welcome and Key Messages	The training session is to inform participants about the Child Safeguarding Policy and keeping children safe at Oxfam. It is about being preventative and for participants to understand the role they play in making Oxfam a child safe organisation. The training session will be an opportunity for participants to ask questions, share their knowledge and experience in a safe and supportive learning environment.
2. What is Child Safeguarding?	Definitions "child" and "child safeguarding" Unpack the concepts of "working with children" and "contact with children" – see **Resource Tool 1** Why Child Safeguarding is important to Oxfam and in the context of international development and humanitarian work. – see **Section 1**
3. Child Rights and The UN Convention on the Rights of the Child (CRC)	For participants to be aware of the CRC and the rights recognised in the Convention How the CRC is relevant in the local context – see **Section 1**
4. What is child abuse and exploitation?	Participants to have an understanding of the definitions of child abuse and exploitation used the CS Policy It is clear to participants that Oxfam does not want staff to be child protection experts or manage a child safeguarding or protection concern themselves It is about having an awareness of all forms of child abuse or exploitation to understand the risks By having this understanding staff are able to identify risks and respond to any concerns for the safety or wellbeing of a child through the internal reporting mechanisms
5. What makes a child safe organisation?	Participants to understand the definition and key elements of child safeguarding and why it is important to be a child safe organisation Child Safeguarding is a preventative and proactive measure to keep children safe Child Safeguarding is a shared responsibility Child safeguarding includes awareness, prevention, responding and reporting See **Section 1** – key building blocks of CS diagram
6. Oxfam CS Policy and Code of Conduct	Participants to understand the purpose and key principles of the CS Policy and how it applies to all areas of programs and activities at Oxfam Can include information on child safeguarding recruitment and screening use of children's images under this section Participants to understand the boundaries in the Code of Conduct and how they apply to their everyday work Also, to see the Code of Conduct as a supportive document for all staff so they can feel confident about their contact with children and families and avoid misunderstandings Participants to be clear on the definition of a child used in the Policy and Code Participants to have an understanding of the OAU CS Minimum Standards
7. Role of the Child Safeguarding Focal Points (CSFPs)	Participants to have a clear understanding of the role and responsibilities of the CSFPs
8. Child Safeguarding Reporting Process	Raise any type of concern in a confidential and professional way: this is the right things to do to keep children safe Participants to feel confident how their concern will be handled by the organisation and that any investigation will give everyone the right to have their say see **Section 7**

TOPIC	NOTES
9. Child Safeguarding Risk Assessment See **Resource Tool 11** and ask participants to use the Tool to conduct a CS Risk Assessment on their program/project or activity	To gain an understanding of how to conduct a child safeguarding risk assessment and what tools to use Participants to be able to identify risks to children as a result of being in contact with Oxfam programs and activities and how to put in place strategies to reduce the possibility of children being harmed
10. Child Safeguarding Action Plans	Participants to develop ways in which they can implement child safeguarding into their area of work using the Annual CS Implementation Plan. Ask participants – which of the 5 action points will need to be added to your Country Team's CS Implementation Plan?
11. Conclusion	Participants to have the opportunity to raise any final questions or comments from the training session Participants to leave the training session feeling they can contribute to Oxfam being a child safe organisation in a preventative and positive way

In providing training and support for partners consider the following:

- Acknowledge this is a sensitive topic – however it is about everyone working together to keep children safe
- Start with the positive – These discussions are not about criticising people but celebrating what we do well to protect our children and looking for ways to make it even better
- Do not judge or criticise – lead the discussion from positive practices to those which "could be improved" to enhance child safeguarding or those which "we need to think about how they impact on children"
- Try to avoid labelling some practices as "negative"
- Emphasise we are all in a constant process of learning from others and that it is healthy to discuss different ideas for the benefit of children
- Acknowledge that culture is not static – it changes. Give an example of something that used to be commonplace within your culture some years ago but which has since changed for the better and the previous practice is now considered to be old-fashioned
- Provide national, regional and international child rights agreements that the country has ratified

RESOURCE TOOL 35

ACTION PLAN TEMPLATE TO DOCUMENT SUPPORT FOR PARTNERS BY COUNTRY TEAMS

The Action Plan should document:

- The time frame for the partner to develop their own policy and procedures
- What support will be provided to the partner to do this such as training or providing assistance to develop the policy and procedures

ACTION PLAN TEMPLATE

NAME OF PARTNER:

DATE:

CHILD SAFEGUARDING STANDARD	DOES THE PARTNER MEET THE CS STANDARD?	WHAT ACTION DOES THE PARTNER NEED TO TAKE TO MEET THE STANDARD?	WHAT SUPPORT IS NEEDED BY THE COUNTRY TEAM TO ASSIST THE PARTNER TO MEET THE STANDARD?	TIME FRAME
Child Protection/ Safeguarding Policy in place				
The partner's policy includes a commitment to preventing a person working with children is they pose an unacceptable risk to children				
Child Protection/ Safeguarding Code of Conduct outlining safe and professional behaviour with children and use of children's images for work related purposes in place and signed by all personnel				
Internal reporting procedure for child abuse and exploitation allegations, Code of Conduct and Policy breaches in place				
Partner provides child safeguarding/protection training for its personnel				

CHILD SAFEGUARDING STANDARD	DOES THE PARTNER MEET THE CS STANDARD?	WHAT ACTION DOES THE PARTNER NEED TO TAKE TO MEET THE STANDARD?	WHAT SUPPORT IS NEEDED BY THE COUNTRY TEAM TO ASSIST THE PARTNER TO MEET THE STANDARD?	TIME FRAME
Partner has child safe recruitment and screening processes for all personnel in contact with children including criminal record checks and verbal referee checks Partner has additional screening measures such as targeted chid safe interview questions, when candidates are applying for positions that involve working with children				
Partners employment contracts contain provisions for suspension or transfer to other duties of any employee who is under investigation and provisions to dismiss any employee after an investigation				
Partner undertakes risk assessment to reduce the risk of a child being harmed as a result of operations or activities				

RESOURCE TOOL 36

OXFAM CHILD SAFEGUARDING POLICY TEMPLATE

Child Safeguarding is the responsibility that organisations have to make sure their staff, operations and programs do no harm to children.

A CS Policy is the framework for organisations to put in place child safeguarding.

TIP: Before writing your Policy conduct a Child Safeguarding Risk Assessment on your organisation and its programs and activities.

This will help you identify areas of strength and risk that you can make sure are covered in the Policy.

This template is a guide and organisations should use their own style and language and include other sections specific to their programs and activities.

Also see - Child Safeguarding Policy Development - ACFID Guide to Developing a Child Protection Policy

https://acfid.asn.au/sites/site.acfid/files/resource_document/ACFID%20Code%20of%20Conduct%20Guidelines%20for%20the%20Development%20of%20a%20Child%20Protection%20Policy%20November%202016_1.pdf

SECTIONS TO INCLUDE IN THE POLICY	SUGGESTED WORDING
1. Name of Policy	"X organisation's Child Safeguarding Policy" "X organisation's Child Protection Policy" "X organisation's Child Safe Organisation Policy" "X organisation's Child Safe and Friendly Policy"
2. Statement	A statement about your organisation's values and commitment to keeping children safe when they are in contact with your programs and activities. You can mention your organisation upholds the rights of all children as stated in the UN Convention on the Rights of the Child The statement should reflect your organisation and the local context and culture
3. Purpose	"The purpose of this policy is to protect children from all forms of abuse and exploitation, in all [Insert Organisation Name]'s activities and programs."
4. Scope	State to whom the policy applies: such as staff, volunteers, interns, consultants and contractors
5. Awareness Raising	Include a statement about how the Policy will be communicated, displayed and made available to your personnel, partners and the community you work with
6. Definitions	Include definitions on "a child", "child safeguarding", types of child abuse and exploitation and other commonly used terms in the Policy
7. Local laws	Your Policy can refer to local child protection laws and national policies
8. Child Safeguarding Recruitment and Screening	Include your procedures for recruiting and screening personnel in in contact with or working with children either in the Policy or make a reference in the Policy to separate procedures Include that [Insert Organisation Name] employment contracts to contain provisions for suspension or transfer to other duties of any employee who is under investigation and provisions to dismiss any employee after an investigation

SECTIONS TO INCLUDE IN THE POLICY	SUGGESTED WORDING
9. Child Safeguarding Code of Conduct	The Code of Conduct can be included as an annex to the Policy or make reference in the Policy to a separate Code "[Insert Organisation Name] provides guidance about ways to minimise risk to children. It has established standards of behaviour which must be followed at all times when a person is in contact or working with children. These standards are set out in the Child Safeguarding Code of Conduct" "The Code of Conduct applies to all those to whom this Policy applies), as well as visitors to the [Insert Organisation Name] who have direct or indirect contact with or work with children. All must sign the Child Safeguarding Code of Conduct and receive a copy at the moment of employment/ engagement. " "[Insert Organisation Name] must retain a copy of the Code of Conduct as signed by each person or maintain a register of those persons who have been provided with and signed a copy of the code and trained in its obligations." "A failure to comply with the Child Safeguarding Code of Conduct may lead to disciplinary action, legal action, or criminal investigation and prosecution."
10. Child Safeguarding Training	Include a statement on the requirement for personnel to attend child safeguarding training and in what period of time from commencement of employment
11. Reporting	Include a statement that it is mandatory for all personnel to report any concerns they have for the safety or wellbeing of a child Provide details on the reporting process, to whom they should report to, how to report, in what time You can include a flow chart to explain the process clearly Provide details on how reports will be handled, such as confidentiality and in a timely manner with everyone's rights respected Include the principle that the best interests of the child will be followed at all times
12. Risk Management	[Insert Organisation Name] will identify any child safeguarding risks in all activities (including programs, projects and positions) and adopt strategies for managing those risks. The risk management process will involve: • identifying risks; • assessing and classifying the level of risk; and • documenting steps to reduce or remove the risks Risk assessments will be regularly reviewed and updated over the life of the assessed activities [Insert Organisation Name] will not permit any person to work or have contact with children if they pose an unacceptable risk to children's safety or wellbeing
13. Review	State how often the Policy will be reviewed

*You may want to appoint one or two staff as Child Safeguarding Focal Points or Champions and their role and responsibilities can be included in the Policy

*How you can include the voice of children in programs and activities can also be included in your Policy, such as child friendly feedback and complaint mechanisms

RESOURCE TOOL 37

GUIDANCE ON DEVELOPING A CODE OF CONDUCT

Use the guidance below to assist the partner to develop their Code of Conduct.

A CODE OF CONDUCT SHOULD:

- include guidance on professional boundaries, ethical behaviour and unacceptable behaviour
- address appropriate behaviour between children and young people.

Most importantly a Code of Conduct keeps children safe but also keeps your staff safe from misunderstandings.

MAKING YOUR CODE OF CONDUCT ACCESSIBLE

Your code of conduct should be widely available, published and communicated to all relevant people.

Communication activities may include:

- including your code of conduct in staff induction processes
- uploading your code of conduct to your website
- displaying your code of conduct in common areas, such as a staff room
- discussing your code of conduct at staff supervision and meetings

DEVELOPING A CODE OF CONDUCT

It is important that your code of conduct relates specifically to your organisation's activities and to the risks you have identified.

OTHER CONSIDERATIONS

The code should make clear that a failure to comply will not be tolerated in the organisation. The consequences of failing to comply with your organisation's code of conduct should be clearly explained.

Members of your organisation should be consulted during the development process to encourage a sense of ownership.

RESOURCE TOOL 38

FREQUENTLY ASKED QUESTIONS BY PARTNERS

1. *We don't see the policy as necessary as we don't work with children. We are not a chid focused agency* – experience of various agencies in the sector suggest that child sex offenders have moved from targeting child focused agencies to agencies such as Oxfam. Oxfam comes into contact with children at work and after work and have a responsibility to implement all possible safeguards to do no harm to children in all their work
2. *Why do we need a separate Child Safeguarding Policy?* – because children have specific vulnerabilities and often do not have their rights upheld or their voice heard. There are also unique risks to safety or wellbeing of children that require a focused framework within organisations
3. *Why have a Code of Conduct?* - A code of conduct lists what is acceptable behaviour and what is unacceptable. It is a straightforward guide of behavioural dos and don'ts when interacting with children and is a supportive guide for staff and volunteers
4. *What about corporal punishment?* – most countries have ratified the UN CRC which says we can't harm children including hitting them. Oxfam staff and partners can be role models at work and in the community for upholding the rights of children
5. *We all have different interpretations of child abuse* – people come from a range of backgrounds and cultures and bring with them a variety of beliefs and views. However, most people want to do what's best for children and do not want to harm them. Start a discussion on what people define as a child, childhood, what are people's hopes for their children. You can then begin to discuss definitions of child abuse and exploitation and find where there is common understanding and agreement on what is in the best interests of the child
6. *Cultural taboos* – we can't talk about sex, rape, incest etc. Child sexual offenders operate by grooming children and families in an atmosphere of secrecy. Ensure that there is an open culture around child abuse. Work within the culture but ensure that the Rights of the Child take priority over any harmful cultural practice
7. *Can we hire a person who is a rehabilitated sex offender?* – No. This poses an unacceptable risk to children

RESOURCE TOOL 39

OAU TERMS OF REFERENCE FOR COUNTRY TEAM CHILD SAFEGUARDING FOCAL POINTS

This ToR can be adapted by Country Teams to suit their programming and operating context.

TERMS OF REFERENCE

Child Safeguarding Focal Point(s) to support the implementation of the OAU Child Safeguarding Policy and procedures at a country level.

BACKGROUND

Oxfam Australia has a duty and responsibility to reduce the risks of abuse to children with whom we have contact and to keep them safe from harm. Oxfam Australia's commitment to child safeguarding is outlined in the following documents:

- OAU Child Safeguarding Policy
- OAU Child Safeguarding Code of Conduct
- OAU Child Safeguarding Toolkit
- OAU Child Safeguarding Minimum Requirements for Partners

It is recognised that implementation of child safeguarding (CS) systems in-country is complex, and will require considerable coordination between Country and OAU teams. Country offices must assign CS accountabilities and responsibilities, and child protection related costs must be adequately resourced if implementation is to be effective. This TOR has been developed to assist Country Offices to consider the particular activities, skills, and estimated amount of work required for this process. In acknowledgement of the different sizes, capacity, and staffing of Country offices, it will be up to each Country office to decide how to best to allocate roles and responsibilities. For example, the tasks outlined below can be divided among different HR and program staff, or one person can be given overall responsibility. Some Country Offices may already have a protection officer is place, with which the role may naturally align, or a person with child protection expertise who can take on the activities.

PURPOSE

The role of the Country Office Child Safeguarding Focal Point (CSFP) is to provide support, advice, and clarification on the implementation of the OAU Child Safeguarding Policy and procedure at a country level. The CSFPs are not responsible for conducting investigations or handling complaints. Please see OAU CS Reporting Process for an overview of responsibilities and accountabilities around CP incident management. The relevant Country Director has ultimate responsibility for ensuring the implementation and compliance of the OAU Child Safeguarding Policy in OAU led Country Offices.

The role of the CSFPs is to support and coordinate the implementation of the OAU CS policy in-country.

SELECTING THE ROLE:

As stated, it will be up to each Country office to decide on how the role(s) will work. The following qualities serve as a guide in selecting the appropriate person(s):

- Demonstrate leadership on child safeguarding;
- Has a willingness, commitment and experience of child safeguarding
- Can effectively contribute to a whole of organisation perspective on child protection
- Holds an HR or program level position (if already a protection officer this would be ideal)

LIAISON WITH OAU & CO

The CSFP will be the central liaison person for OAU.

The role is accountable to the Country Director and supported by the relevant OAU staff members.

The CSFP must be trained on the requirements of their role, as well as on child protection (what it means, how it manifests, barriers, compliance issues, reporting). It is up to COs to decide how best to arrange this training (delivered in-country, by the respective EA or by OAU). The CSFP can also liaise with the relevant OAU support person/counterpart (e.g. OAU Contract Management Coordinator or Portfolio Manager) will also be provided with appropriate guidance on the compliance requirements and how to communicate them to staff, clarification of their role, support, and resources.

REQUIRED ROLES AND RESPONSIBILITIES

- Undergo child protection training (the model to be chosen by CO)
- Coordinating with OAU to ensure consistency of approach, and documentation according to agency requirements
- Communicating OAU agency requirements in country
- Leading the development of the Annual Child Safeguarding Implementation Plan for the Country team and oversight of monitoring and progress reporting (Each CO is currently required to submit a 6 monthly and annual report against their implementation plan)
- Take a lead role in providing/coordinating child protection training (if determined by COs) and socialise the OAU Child Safeguarding Policy, Code of Conduct and OAU CS Toolkit to all staff including:
  - Organise translation of the CS Policy into local language, distribute to all staff and partners
  - Establish a documented child protection complaints management procedure
  - Ensure public display of the CS Policy, Code of Conduct, and Reporting Process Flow Chart in the Country Office
  - Adapt the Child Safeguarding Reporting Process to include local legislation and reporting requirements
  - Ensure staff, volunteers and partners are educated on their roles and responsibilities in preventing risk and reporting responsibilities to protect children from harm
- Work with HR to ensure that child-safe recruitment and screening processes, including criminal record checks are undertaken prior to engagement, and targeted CS questions are asked during interviews and verbal referee checks for all staff who will be working with children
- Work with in-country partners for implementation of the OAU CS Minimum Standards
- Work with Program/project managers to complete and monitor project level Child Safeguarding Risk assessments
- Provide briefing on CS requirements, risks and gaps identified in the country's practice to the Country Leadership as and when required
- Build up a local knowledge base of CS in-country (How has CS been tackled previously in the country context? What are they key issues, challenges, and approaches?) and establish networks/relationships with key stakeholders including authorities, child-focused NGOs (e.g. Save the Children, Plan), and other child focused organisations such as UNICEF, from which to draw advice and support for staff and partner training, incident management etc

OTHER RESPONSIBILITIES YOU MAY WANT TO INCLUDE:

- Act as a source of support, clarification and advice on matters of child safeguarding for staff and partners
- Present on child safeguarding topics at SMT meetings and include child safeguarding as an agenda item at staff meetings, program team and HR meetings
- Encourage among all staff a culture of listening to children and taking account of their wishes and feelings in any measures to protect them
- Take a lead in coordinating and delivering the mandatory Child Safeguarding training to staff and provide an induction overview when staff commence
- Provide a child safeguarding briefing to all visitors and consultants to the Country Office, and for volunteers engaged for an event that involves contact with children
- Assist staff in developing child/youth friendly complaints mechanisms where relevant (**See Section 12** for guidance)
- Receive Child Safeguarding reports in accordance with the CS Reporting Process (from Oxfam staff, volunteers, interns, consultants, partners and visitors) and respond to these reports following the CS Reporting Process
- Immediately contact the CS Delegate located in the People & Culture Unit in the Oxfam Australia Melbourne office to report CS reports involving personnel
- Provide appropriate local referral and reporting information for child safeguarding reports when required
- Receive complaints from children and youth, and the community on child safeguarding concerns

Australian Government

Department of Foreign Affairs and Trade

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