

Lead Excellence Audit and Advisory Services Company

Child Protection Policy



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CHILD PROTECTION POLICY

Article 1

Policy Statement

1. Lead Excellence Audit and Advisory Services Company recognises that children are one of the most vulnerable groups in society and all children have the right to be safe and protected. LE acknowledges that preventing child exploitation and abuse is a shared responsibility.
2. Lead Excellence Audit and Advisory Services Company is committed to protecting children from exploitation and abuse regardless of their nationality, culture, ethnicity, gender, religious or political beliefs, socio-economic status, family or criminal background or physical or mental health.
3. Lead Excellence Audit and Advisory Services Company is committed to ensuring that it, and anyone in contact with children in connection with the activities and programs of LEAD EXCELLENCE AUDIT AND ADVISORY SERVICES COMPANY, is obliged to abide by national laws relevant to child protection.
4. Lead Excellence Audit and Advisory Services Company is committed to acting in accordance with the standards set out in the United Nations Convention on the Rights of the Child and the UN Declaration of Basic Principles of Justice for Victims of Crime and Abuses of Power.
5. When dealing with children, Lead Excellence Audit and Advisory Services Company staff must recognize their special needs and must:
 - take positive steps to ensure the protection of children who are the subject of any concerns;
 - be guided by the principle of in “the best interests of the child” in all work involving child clients;
 - work in partnership with parents/care givers and/or other professionals to ensure the protection of children; and
 - listen to and take seriously the views and wishes of children.

Article 2

Purpose

1. The purpose of this policy is to protect children from all forms of abuse and exploitation, in all of Lead Excellence Audit and Advisory Services Company’s activities and programs.
2. This policy outlines Lead Excellence Audit and Advisory Services Company’s:
 - scope and responsibility to protect children from child abuse;
 - recruitment and screening processes;
 - Code of Conduct;
 - reporting procedures;
 - risk management; and
 - definitions of terms used in the policy (e.g. “child abuse”).

Article 3

Scope

This policy applies to:

- Board members, staff and volunteers of Lead Excellence Audit and Advisory Services Company; and
- contractors providing services to or working with Lead Excellence Audit and Advisory Services Company.

Article 4

Child Safe Recruitment and Screening

1. Lead Excellence Audit and Advisory Services Company follows child safe recruitment and screening for:
 - Board members, staff, and volunteers of Lead Excellence Audit and Advisory Services Company; and
 - contractors providing services to or working with the Lead Excellence Audit and Advisory Services Company.
2. Anyone in these categories will be provided with a copy of the Policy, briefed on the Policy as part of their orientation or induction and required to understand the requirements of the Policy (see **Child Safe Recruitment Procedure** at Annexure 1).

Article 5

Standards of Conduct and Child Protection Code of Conduct

1. Lead Excellence Audit and Advisory Services Company 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 Protection Code of Conduct (see **Child Protection Code of Conduct** at Annexure 2).
2. Board members, staff and volunteers of LEAD EXCELLENCE AUDIT AND ADVISORY SERVICES COMPANY, and contractors providing services to or working with Lead Excellence Audit and Advisory Services Company who have contact with or work with children must be provided with, sign and must comply with the Child Protection Code of Conduct.
3. Lead Excellence Audit and Advisory Services Company must retain a copy of the Child Protection 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.
4. A failure to comply with the Child Protection Code of Conduct may lead to disciplinary action, legal action, or criminal investigation and prosecution.

Article 6

Training and Awareness

All Board members, staff, and volunteers of Lead Excellence Audit and Advisory Services Company who may have contact with or who are or may be working with children, must participate in regular child protection awareness training.

Article 7

Procedures for Reporting Child Abuse

1. A report of child abuse may include any disclosure, concern or allegation made by a child, a Board member, staff member, volunteer or contractor or by any other person, of child abuse or a breach of the Child Protection Code of Conduct.
2. Lead Excellence Audit and Advisory Services Company is committed to ensuring that the safety and wellbeing of the child and their dignity and rights remain the overriding concern at all times. Lead Excellence Audit and Advisory Services Company will:
 - make every effort to protect the rights and safety of the child throughout the investigation of any report of child abuse;
 - treat a report of child abuse seriously and ensure that all parties are treated fairly;
 - deal with a child abuse report in a confidential, fair and timely manner; and
 - ensure that the interests of anyone reporting in good faith are protected.
3. A member of staff, volunteer or Board member who intentionally makes a false or malicious report may be subject to disciplinary action.
4. A contractor who intentionally makes a false or malicious report may be subject to termination of contract.

Article 8

Making a report

1. If a member of staff, a volunteer, a contractor or a Board member becomes aware of:
 - child abuse through disclosure from a child, third party and/or direct observation; **and/or**
 - a breach or possible breach of the Child Protection Code of Conductthey must immediately report it to Lead Excellence Audit and Advisory Services Company's Director and/or Program Manager.
2. Others, including people in the community or a visitor, can also make a report of child abuse to Lead Excellence Audit and Advisory Services Company.

Article 9

Acting on the report

1. Any Lead Excellence Audit and Advisory Services Company Board member, staff, volunteer or contractor who becomes aware of a report must:
 - discuss concerns with Lead Excellence Audit and Advisory Services Company 's Director and/or Program Manager; and
 - complete an incident sheet which details who made the report, and/or other witnesses or persons who may have relevant information (see **Incident Sheet** at Annexure 3).
2. The Director and/or Program Manager will discuss the concern with the person/s who made the allegations or other witnesses to gather more information so as to be in an informed position to:
 - identify immediate and potential risks to the child or young person; and
 - develop and implement an action plan to ensure the child's safety.
3. The Action Plan will include but is not limited to the following:
 - report the matter to local police and/or the child protection authority; **and/or**
 - ensure referral and support for the child; **and/or**
 - manage internally in accordance with its processes if not a criminal matter; **or**
 - take no further action.
4. In the event that a volunteer or person seconded from another organisation is alleged to have committed child abuse or breached Lead Excellence Audit and Advisory Services Company 's Child Protection Code of Conduct, Lead Excellence Audit and Advisory Services Company's Director and/or Program Manager will immediately notify the relevant volunteer program or organisation which seconded the person to Lead Excellence Audit and Advisory Services Company.

Article 10

Risk Management

1. Lead Excellence Audit and Advisory Services Company will identify any child protection risks in all activities (including programs, projects and positions) and adopt strategies for managing perceived risks. A risk assessment must:
 - identify risks;
 - classify any high risk activities; and
 - document steps to be taken to reduce or remove risks.
2. Risk assessments are to be reviewed and updated over the life of the assessed activities.
3. Lead Excellence Audit and Advisory Services Company will not permit any person to work or have contact with children if they pose an unacceptable risk to children's safety or wellbeing.

Article 11

Employment Contract Provisions

Each employment contract must include an entitlement for Lead Excellence Audit and Advisory Services Company to dismiss, suspend or transfer to other duties a member of staff who breaches the Child Protection Code of Conduct.

Article 12

Policy Monitoring and Review

1. Monitoring application of the policy is the responsibility of all staff, particularly the Director and/or Program Manager.
2. The policy will be reviewed every 3 years and earlier if there are changes to relevant national and/or international standards, so that it remains current, effective and appropriate.

Article 13

Definitions

'adult'	a human being aged 17 years or more
'child'	a human being under the age of 17 years
'Child abuse'	one or more of the following: <ul style="list-style-type: none">• physical abuse• sexual abuse• emotional abuse• neglect• exploitation
'child abuse material'	material that depicts (expressly or implicitly) a child as a victim of torture, cruelty or physical abuse.
'child exploitation and abuse'	one or more of the following: <ul style="list-style-type: none">• committing or coercing another person to commit an act or acts of abuse against a child• possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material• committing or coercing another person to commit an act or acts of grooming or online grooming
'child exploitation material'	material, irrespective of its form, which is child abuse material or child pornography material
'child pornography'	any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes
'child pornography material'	material that depicts a person, or is a representation of a person, who is, or appears to be, under 17 years of age and is engaged in, or appears to be engaged in, a sexual pose or sexual activity, or is in the presence of a person who is engaged in a sexual pose or activity, and does that in a way that a reasonable person would regard as being, in all the circumstances, offensive

'child protection'	an activity or initiative for the purpose of preventing or responding to a specific incident of child abuse
'contact with children'	working or participating in an activity or in a position that involves contact with children, either under the position description or due to the nature of the work environment.
'contractor'	any person or organisation working jointly with or providing services to LEAD EXCELLENCE AUDIT AND ADVISORY SERVICES COMPANY, including consultants and partner organisations
'emotional abuse'	a parent's or caregiver's inappropriate verbal or symbolic acts towards a child or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability whereby a child's self esteem and social competence is damaged
'grooming'	behaviour that makes it easier for an offender to procure a child for sexual activity (including online grooming)
'online grooming'	the act of sending an electronic message with indecent content to a recipient who the sender believes to be under 16 years of age, with the intention of procuring the recipient to engage in or submit to sexual activity with another person including but not necessarily the sender
'neglect'	the failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and well-being
'physical abuse'	the use of physical force against a child that results in harm to the child. Physically abusive behaviour includes shoving, punching, hitting, beating, kicking, biting, burning, shaking, throwing, strangling and poisoning
'sexual abuse'	the use of a child for sexual gratification by an adult or a significantly older child or adolescent. Sexually abusive behaviours can include fondling genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling breasts, voyeurism, exhibitionism and exposing the child to, or involving the child in, pornography

Attachments

Annexure 1: Child Safe Recruitment

Annexure 2: Child Protection Code of Conduct

Annexure 3: Incident Reporting Sheet

Annexure 4: Reporting Procedures

Annexure 5: Risk Management

Annexure 1: Child Safe Recruitment

For all Board members, staff, volunteers, and contractors, who will work with or who may have contact with children, the following process applies:

Screening

- Targeted behavioral interview questions that are specific to positions which involve working or having contact with children, will be included in the interview schedule.
- The applicant must be asked and must disclose whether they have been charged with a child abuse or exploitation offence.
- The preferred candidate will be asked to provide contact details for two referees, one of which is the preferred candidate's most recent employer. A referee for a preferred candidate will always be asked if they hold any concerns about the applicant (or if complaints were made about the applicant), in connection with working or having contact with children.

For local staff and volunteers

- The preferred candidate will be required to submit a completed Criminal Record Check in respect of offences in connection with any aspect of child abuse or exploitation.
- The preferred candidate will also be asked to sign a legally binding declaration in respect of any criminal record in connection with any aspect of child abuse or exploitation.
- If a Criminal Record Check is unavailable or if the application process is taking longer than expected, the preferred candidate will be asked to provide a legally binding declaration signed by their *Village Chief or Applicable Local Authority* attesting to the preferred candidate's good character and stating that the Village Chief or Applicable Local Authority does not have any concerns about the preferred candidate working with children.
- A satisfactory declaration from the preferred candidate and a Criminal Record Check or satisfactory declaration from the relevant *Village Chief or Applicable Local Authority* are a pre-condition of appointment of the preferred candidate as an employee or volunteer.

For international staff and volunteers

- The preferred candidate will be required to submit a completed Criminal Record Check in respect of offences in connection with any aspect of child abuse or exploitation;
- The Criminal Record Check for a candidate must cover each country in which the person has lived for 12 months or more as a resident in the 5 years preceding the date of review;
- If such a Criminal Record Check is not available, the preferred candidate must provide a legally binding declaration in respect of any criminal record in connection with any aspect of child abuse or exploitation. The preferred candidate will also be subject to the screening process outlined above.
- A satisfactory Criminal Record Check or legally binding declaration is a pre-condition of appointment of the preferred candidate as an employee or volunteer.

Consent

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

The candidate is to be informed:

- that any certificate arising from the Criminal Record Check and any *Village Chief or Applicable Local Authority* declaration will be used in connection with determining whether the applicant will be offered the position; and
- that the certificate may be made available to funding agencies.

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

Annexure 2: LEAD EXCELLENCE AUDIT AND ADVISORY SERVICES COMPANY Child Protection Code of Conduct

The Child Protection Code of Conduct applies to Board members, staff, volunteers, contractors and visitors associated with LEAD EXCELLENCE AUDIT AND ADVISORY SERVICES COMPANY.

It defines standards of behaviour expected by LEAD EXCELLENCE AUDIT AND ADVISORY SERVICES COMPANY in order to protect children.

I agree that while working with or engaged in activities funded by LEAD EXCELLENCE AUDIT AND ADVISORY SERVICES COMPANY I will:

- treat every child with dignity and respect of his or rights regardless of race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- encourage children to express their views and opinions and enable them to participate in defining decisions affecting their lives;
- behave in a manner consistent with my position within LEAD EXCELLENCE AUDIT AND ADVISORY SERVICES COMPANY and act as a positive role model for children;
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- not engage a child (under the age of 17 years) in any form of sexual activity or acts, including paying for sexual services or acts;
- refrain from remaining alone with a child and when directly interacting or working with a child ensure that another adult is present at all times. Where circumstances require a one-on-one interaction ensure that such interaction is visible by at least one other adult at all times;
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger;
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible;
- use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child exploitation material through any medium (see also 'Use of children's images for work related purposes', below)

- not use physical punishment on children
- not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- comply with all relevant local legislation, including labour laws in relation to child labour;
- immediately report concerns or allegations of child abuse and exploitation in accordance with LEAD EXCELLENCE AUDIT AND ADVISORY SERVICES COMPANY's Child Protection Policy; and
- immediately disclose all charges, convictions and outcomes of an offence, which occurred before or occurs during my association with LEAD EXCELLENCE AUDIT AND ADVISORY SERVICES COMPANY that relate to child exploitation and abuse.

Use of children's images for work related purposes

When photographing or filming a child or using children's images for work related purposes, I must:

- assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child;
- actively endeavour to obtain informed consent from the child and a parent or guardian of the child, or a release form before publishing a photograph or film of a child. As part of this I must explain how the photograph or film will be used;
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
- ensure images are honest representations of the context and the facts; and
- ensure the file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

I understand that the onus is on me, as a person associated with LEAD EXCELLENCE AUDIT AND ADVISORY SERVICES COMPANY to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

I acknowledge that I have been provided with and read the Child Protection Policy and that a failure to comply with the Child Protection Code of Conduct may lead to disciplinary action, legal action, or criminal investigation and prosecution.

Signed: _____

Date: _____

Annexure 3: Incident Reporting Sheet

Please complete this form if you believe that child abuse or exploitation, or a breach of the Child Protection Code of Conduct, may have occurred or that a child's safety is in danger. All child protection concerns should be reported immediately to LEAD EXCELLENCE AUDIT AND ADVISORY SERVICES COMPANY's Director and/or Program Manager. 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 or guardian: _____

Name of organisation
involved:

Details of Concern / Suspicion / Incident:

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:

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 _____

.....

Name _____

Position _____

Date _____

.....

Office Use

Please sign this report and print your name and your position in the organisation

Name of person who received Incident Report _____

Date received _____

Action taken

Attach all documentation

Signature and name of person who has dealt with report _____

Annexure 5: Risk Management

This is an example of a tool which LEAD EXCELLENCE AUDIT AND ADVISORY SERVICES COMPANY can use to assess risks to children. Use the following questions to complete the matrix:

- **IDENTIFY RISK** - What are the practical activities of the program which present a risk to children? What could go wrong?
- **PROBABILITY** - What is the likelihood of something going wrong?
- **ACTION** – Identify ways to reduce these risks, and resources required to reduce the risks

Identify Risk to Child	Probability			Action to be Taken	By Whom	By When
	High	Med	Low			

Manage risks using the following suggestions:

- Identify ACTION
- Identify resources required to reduce the risk

- Have a procedure in place for when things go wrong

Monitor a Program Risk Assessment by asking the following questions:

- Do the risks still exist?
- Have they been reduced, controlled and managed by the existing plan?
- Are there new risks?
- What actions and resources are needed to reduce, remove and control these emerging risks?

1.

President, LEAD EXCELLENCE AUDIT
AND ADVISORY SERVICES
COMPANY Board

2.

Vice President, LEAD EXCELLENCE
AUDIT AND ADVISORY SERVICES
COMPANY Board
