

Integrated Model – Family Violence and Child Protection

Purpose of the approach:

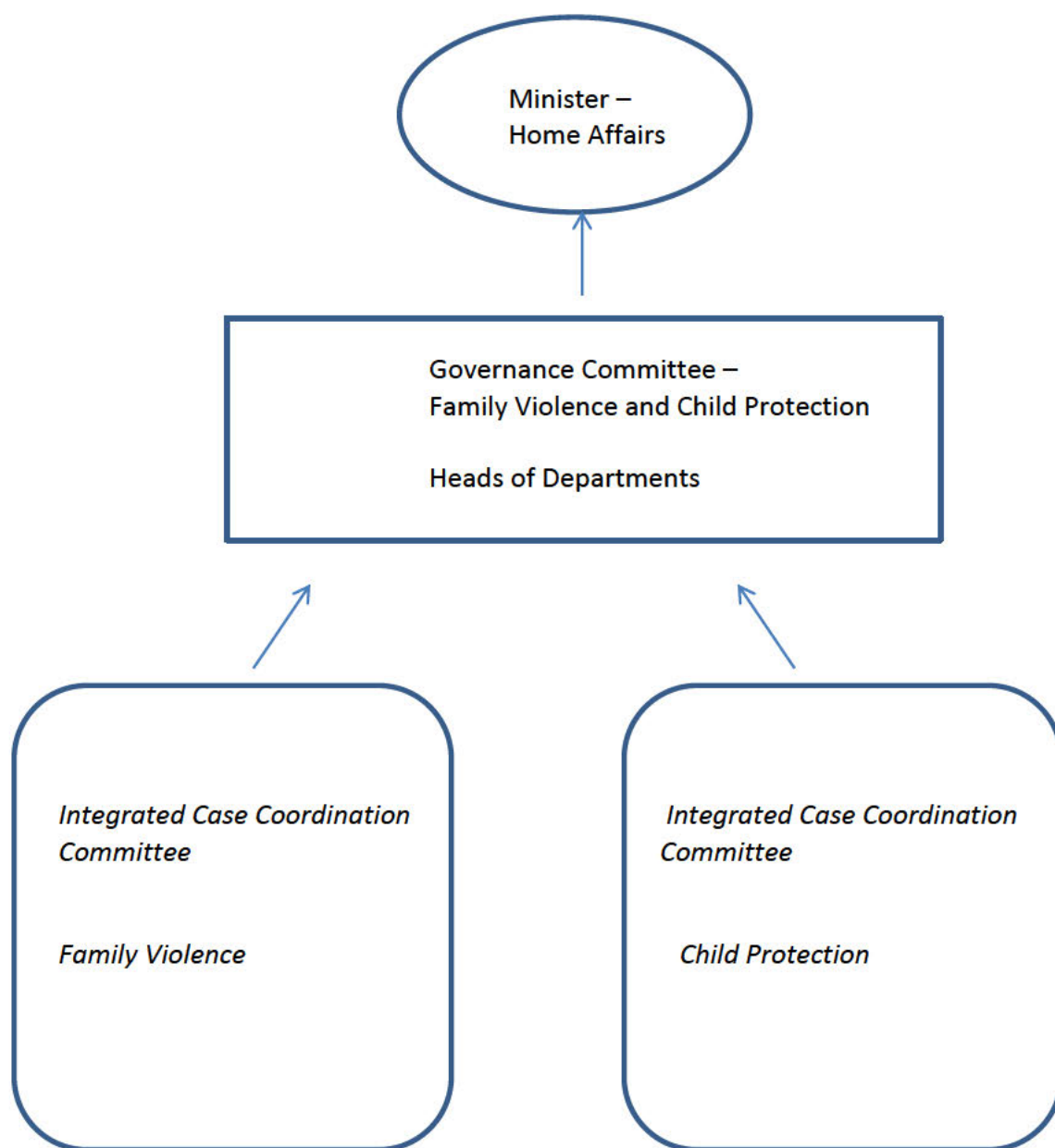
A family violence and child safety approach should be based on primacy of safety of the victim/s. This includes a series of supports that identify and manage the potential risk posed by the perpetrators of the violence and the issues associated with the safety of victims.

As family violence and child protection issues are not the responsibility of one government department alone, but instead intersect with many departments including Education, Police, Justice, Health and Home Affairs, it is imperative to have good communication and an integrated response by these departments to coordinate the management of risk and safety across any professional or agency boundaries. The approach is underpinned by collaboration and teamwork, and aims to maximise the use of information and resources to better support families and victims.

The Ministry of Home Affairs, given that it has lead responsibility for Women's Affairs and Family and Community Services, is considered best placed to lead an integrated family violence and child protection response with the Minister for Home Affairs the Minister responsible. Other government and non-government agencies will assist in developing the response and providing services to adult and child victims and families.

Governance and oversight of the approach should rest at the highest Departmental level, that is, heads of the relevant agencies. The Secretaries of these Departments, and in the case of the Police the Commissioner of Police, would form a governance committee responsible to the Minister of Home Affairs, to oversee the development of the family violence and child protection systems.

Two Integrated Case Coordination Committees – one dealing with case management and systemic family violence issues and the other child protection issues, would be responsible to the Governance Committee. These committees primary function would be to work in an integrated way to manage risk and safety by managing cases. These committees would also identify system gaps and issues and provide recommendations to the governance committee to address these gaps and issues in a coordinated, whole of government approach.



Membership of the Governance Committee:

- Secretaries of the Departments of:
 - Health
 - Education
 - Women's Affairs (Committee Chair)
 - Justice
- Commissioner of Police
- Head of Human Relations
- Head of Immigration
- Other - as determined appropriate by Cabinet

Aim of the Integrated Case Management Committees:

At present there is no mechanism to respond in a coordinated way in the case management of either family violence or child protection matters. It is proposed to set up two committees, one focusing on child safety and the other on family violence. Both committees would have reporting lines through to the governance committee for how the system is working and any gaps or issues which might need resolution.

Why two committees?

Note that in the first instance it is proposed that two separate committees are formed, given that the approach is new and a significant amount of system development will need to be undertaken. Also, although family violence and child protection matters often intersect, not every family violence matter involves children and not every child protection matter is a result of family violence. Also, a separate committee focusing on children ensures that the best interests of the child are taken into account in each case.

Also, although the same Departments would be represented on each committee, given they are the major Departments responsible for family violence and child protection issues, it is not anticipated that the same people would be on both committees. What is proposed is that an appropriate representative is recommended from the Departments or organisations named, and those staff form the liaison for either the Family Violence or the Child Protection function for their Department. Given the importance of the issues, it is critical that the staff members nominated to participate on either committee are senior members of their departments with decision-making ability. In addition they must be dedicated, reliable and able to participate fully in regular meetings. It is not appropriate for different staff to attend meetings each time, given the sensitivities and confidentiality of the issues being discussed and the need for staff to know and understand the families involved.

Once the ICMC grow and strengthen, it might be a possibility to combine them into one committee at a later date.

Principles of the approach:

- The safety of the victim/s is paramount.
- There is a shared responsibility across departments to work together to identify needs and effective solutions and responses.
- Acknowledge that no single service can address all of the needs of an individual or family.
- Confidentiality is respected and information is shared only within agreed protocols.
- Assist families by providing early intervention aimed at preventing further violence and abuse.
- Provide education to service providers and the broader community about child abuse and neglect and family violence and its impact on victims.

Function of the Integrated Case Coordination Committees:

The function of the ICMC's is to contribute to the safety of adult victims of family violence and of children and provide for enhanced family support systems by coordinating an integrated response which involves developing a set of agreed goals, interventions and responsibilities to address the risk and safety needs of adult victims of family violence and children. The committees will:

- Discuss reported and known cases of family violence and child abuse and neglect.
- Develop and monitor the implementation of a series of agreed goals, interventions and responsibilities for each case.
- Design a safety plan for the protection of victims.
- Identify any systemic and procedural issues and provide recommendations.

Membership of the Family Violence Integrated Case Coordination Committee:

Membership should be drawn from the following Departments and NGO's

- Coordinator, Safe House (Chair)
- Counsellor, Safe House (Case Coordinator)
- Family Violence Unit (Police)
- Representative, Department of Education
- Representative, Department of Justice
- Representative, Department of Health
- Representative, Connect Resettlement Services
- Representative, Resettlement Services Department of Justice
- Church leader (s22(1)(a)(ii))
- Chair, Nauru Persons with Disabilities Organisation (NPDO)
- Other as determined appropriate by Cabinet

Membership of the Child Protection Integrated Case Coordination Committee:

Membership should be drawn from the following Departments and NGO's

- Director, Family and Community Services (Chair)
- Child Protection Officer, Family and Community Services (Case Coordinator)
- Department of Police Prosecutions
- Representative, Department of Education
- Representative, Department of Justice
- Representative, Department of Health
- Representative, Connect Resettlement Services
- Representative, Resettlement Services Department of Justice
- Church Leader (s22(1)(a)(ii))
- Chair, Nauru Persons with Disabilities Organisation (NPDO)
- Other as determined appropriate by Cabinet

The Chair of each committee would ensure that:

- Meetings are called and attended.
- Administrative support is provided.
- Follow up is conducted.
- There is sufficient intersection between the two committees so that any overlapping cases can be properly identified and managed.

The Case Coordinator of each committee would ensure that:

- Cases are brought to the meeting.
- The interventions proposed for cases identify risk and safety concerns.
- The ongoing review of case status, actions arising and risk and safety issues for cases allocated to the ICMC.
- That case documents and records generated by the ICMC are accurate and up to date.
- That information is shared from the outcomes of the ICMC to appropriate service providers and within the bounds of confidentiality.
- They maintain the relationship with their counterpart Case Coordinator so that any overlapping cases can be properly identified and managed.

Process of the ICMC

- Report made or known
- Information gathered
- ICMC meeting – information pooled and review of safety and risk factors
- Develop goals, identify interventions, plan and coordinate strategies
- Agree on outcomes and actions

- Case review (note that not all cases might need to be reviewed each week – they might be reviewed fortnightly, monthly, etc)
- Case closure when appropriate

Frequency of meetings

The Governance Committee should meet four times a year to consider issues and recommendations from the ICMC meetings.

ICMC meetings need to be held frequently to ensure that risk and safety is properly being met. In the beginning meetings should be held weekly/fortnightly? so that cases can be properly discussed.

Proposed Agenda:

1. Attendance and apologies
2. Minutes from previous meeting
3. Outstanding actions
4. New Incidents
5. Police prosecution matters update
6. Ongoing cases update
7. Case closures
8. Issues register – any systemic issues
9. Any other business



Australian Government

Department of Immigration and Border Protection

23 April 2015

s22(1)(a)(ii)

Head of Nauru Programs
Save the Children Australia

s22(1)(a)(ii)

Dear s22(1)(a)(ii)

Child Safeguarding Protocol and Code of Conduct

I am writing in relation to the Regional Processing Centre Guideline on Child Safeguarding Protocol and Code of Conduct (the Guideline).

As you are aware, the department has requested that Save the Children Australia (SCA) undertakes a review, updates and provides to the department for approval an amended version of the Guideline. This is required to be actioned in consultation with relevant stakeholders including but not limited to the Nauru Police Force and government of Nauru.

Further, to informal correspondence between SCA and the department regarding timeframes for updating the Guideline, I would like to reiterate that this is to be actioned as priority to ensure the Guideline reflects the accurate process and roles of each stakeholder.

Whilst the Guideline is being updated by SCA, this letter outlines the department's expectations and clarification in respect of investigations.

- SCA are not required to nor should undertake any investigative process in relation to the incidents. Incidents are to be referred, by SCA, to the Nauru Police Force (NPF) for investigation, as the law enforcement agency on Nauru.
- SCA are required to cooperate and support the NPF during the investigation process.
- Where SCA is considered the relevant service provider associated with the incident and/or the incident involves SCA personnel, SCA are to take all reasonable enquiries and steps in relation to the incident in accordance with SCA's internal process and contractual requirements.

All references to investigation that provide context to or infer differing views to the above should be disregarded.

The expectations outlined above should also be reflected in any amended version of the Guideline.

If you would like to discuss this matter further please contact s22(1)(a)(ii) on s22(1)(a)(ii)
or at s22(1)(a)(ii)

Yours sincerely

s22(1)(a)(ii)

s22(1)(a)(ii)

A/g Contract Administrator
Contracts and Services Management Branch

(Save the Children Australia)

Dear (name)

As you may be aware, on 3rd October 2014, the then Minister for Immigration and Border Protection, The Hon Scott Morrison MP, announced a Review into allegations relating to conditions and circumstances at the Regional Processing Centre in Nauru. The Moss Review made several recommendations relating specifically to the care and management of children (recommendation 5 and 6) and the department is currently working to address each of these recommendations.

As part of this work, the department is engaging with the Government of Nauru to facilitate a Child Protection Workshop in Nauru. The purpose of this workshop will be to develop a child protection framework, underpinned by operational policies and procedures which clearly identify individual responsibilities. The workshop will include Nauruan Operational Managers, Departmental staff, DIBP officers, the Nauruan Police Force and other relevant stakeholders, including representatives from Save the Children Australia (SCA). The workshop has been scheduled for 4-5 May 2015 and will be facilitated by a consultant from Keeping Children Safe.

Last week I travelled to Nauru with colleagues from the Offshore Child Protection Section, to undertake introductory meetings with Government officials and service providers and seek engagement on this important work. I had a very useful meeting with s22(1)(a)(ii) (Operations Manager, SCA) and s22(1)(a)(ii) (Welfare Manager, SCA) on their work to support families and children in the regional processing centre. They were very supportive of the Department's commitment to assist the Government of Nauru to develop a child protection framework.

Noting that your colleagues in Nauru will be invited to participate in this workshop, please let us know if you would like representation from your Australian office in addition. Alternatively, we would be happy to hold a teleconference to discuss the workshop and outcomes further and get your input.

If you would like to arrange a teleconference to discuss the workshop or our work on Nauru further, please do not hesitate to contact s22(1)(a)(ii), Director, Offshore Child Protection directly (s22(1)(a)(ii)).

Kind regards,

(Transfield)

Dear (name)

As you may be aware, on 3rd October 2014, the then Minister for Immigration and Border Protection, The Hon Scott Morrison MP, announced a Review into allegations relating to conditions and circumstances at the Regional Processing Centre in Nauru. The Moss Review made several recommendations relating specifically to the care and management of children (recommendation 5 and 6) and the department is currently working to address each of these recommendations.

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protection framework, underpinned by operational policies and procedures which clearly identify individual responsibilities. The workshop will include Nauruan Operational Managers, Departmental staff, DIBP officers, the Nauruan Police Force and other relevant stakeholders, including representatives from Transfield Services and Wilson Security. The workshop has been scheduled for 4-5 May 2015 and will be facilitated by a child protection expert.

Last week I travelled to Nauru with colleagues from the Offshore Child Protection Section, to undertake introductory meetings with Government officials and service providers and seek engagement on this important work. I attended the weekly operations management meeting chaired by Transfield, and met with the Wilson Security Behaviour Management team to better understand their work to support families and vulnerable asylum seekers, including children. Transfield and Wilson staff were supportive of the Department's commitment to assist the Government of Nauru to develop a child protection framework.

Noting that your colleagues in Nauru will be invited to participate in this workshop, please let us know if you would like representation from your Australian office in addition. Alternatively, we would be happy to hold a teleconference to discuss the workshop and outcomes further and get your input.

If you would like to arrange a teleconference to discuss the workshop or our work on Nauru further, please do not hesitate to contact ^{s22(1)(a)(ii)} [REDACTED], Director, Offshore Child Protection directly (^{s22(1)(a)(ii)} [REDACTED]).

Kind regards,

Regional Processing Centre Guidelines

Service Provider – Child Safeguarding Protocol and Code of Conduct

INTRODUCTION

Children and young people at the Regional Processing Centre (RPC) can experience complex emotions whilst in the centre, which may result in stress, trauma, anxiety or other psychological conditions. Recognising that children and young people (being any person under the age of 18 years, whether accompanied or unaccompanied by a parent or guardian) require an extra level of care and support due to their increased vulnerability, the Department has engaged Save the Children Australia (SCA) to provide child welfare support services at the RPC.

SCA has developed this Child Safeguarding Protocol (Protocol) to address the specific needs and vulnerabilities of children and young people at the RPC and to minimise risk to the Department and to service providers by implementing best practice for working with vulnerable children and young people. This Protocol is intended to operate as part of the RPC Guidelines.

This Protocol and the attached Code of Conduct (Code) (as set out in Appendix 1) is designed to ensure that a child safe environment is maintained at all times at the RPC. Maintaining a child safe environment reduces the risk of harm to children and young people at the RPC and protects service provider personnel whose positions involve contact with children.

The Code provides service provider personnel with clear guidelines on working safely and positively with children and young people, and helps to avoid misunderstandings. Signing of the Code is a mandatory condition of employment or engagement at the RPC.

The Child Safety Incident Reporting Process in the Protocol (set out in Appendix 2) outlines obligations and responsibilities for reporting and management of incidents that concern a child's safety or welfare. The Reporting Process prescribes direct reporting of all child safety concerns to the SCA Child Safeguarding and Protection Manager, who will handle the incident in accordance with the Incident Reporting Guidelines.

Scope

The Protocol should be followed by all service providers. The Code and the Child Safety Incident Reporting Process must each be signed by all service provider personnel. People visiting the RPC for **less than one day** (i.e. senior service provider personnel visiting for compliance purposes) are not



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required to sign the Protocol, however they must be escorted at all times and their visitor's pass must be clearly displayed.

It is a requirement that the Child Safe Screening and Recruitment Procedures (set out in Appendix 3 to this Protocol) are followed by service providers when employing personnel who may have regular and ongoing contact with children. It includes rigorous screening of personnel to minimise the risk of a person who poses a risk to children being employed in relevant positions and to reduce the risk of inappropriate behaviour by personnel.

Summary of requirements for service providers and personnel:

1. All RPC personnel to sign the Code of Conduct (at Appendix 1).
2. All RPC personnel to comply with the Child Safety Incident Reporting Process (at Appendix 2).
3. Child Safe Screening and Recruitment Procedures followed by service providers when recruiting for positions involving regular and ongoing contact with children (at Appendix 3).

PROCEDURES***What should be reported?***

- Any observation, suspicion or concern about the behaviour, actions or words of personnel at the RPC that indicates or may indicate that a child or young person is being abused or harmed (i.e. physical, emotional or sexual abuse, bullying, exploitation or violence).
- Suspicion that a child or young person is being abused or harmed by their parent or guardian or another transferee including by another child or young person.
- Inappropriate communications (written or verbal) between asylum seekers.
- A child or young person tells you that they are being abused or harmed.
- You witness a child or young person being harmed, or suspect they may be at risk of immediate danger.
- You suspect or have been informed that a child or young person is self-harming or has suicidal intent.
- Inappropriate behaviour witnessed between a staff member and minor. Parents/guardians are at risk of, or engaging in family violence and are unable to protect their child/ren.
- You suspect a child or young person has been emotionally harmed after witnessing a traumatic event such as a riot or hunger strike.
- The compound is at risk of an emergency (i.e. riot).
- You have identified that parents/guardians are unable to carry out their parental responsibilities due to the parent/guardian experiencing a mental or physical health emergency.
- Any other concern you have for the safety or welfare of a child or young person.



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How to report child safety incidents

The Child Safety Incident Reporting Process outlines obligations and responsibilities for reporting and managing any concerns regarding the safety or welfare of children. It also protects personnel from unfair processes should an allegation about them be made.

All child safety incident reports should first be made to the SCA Child Safeguarding and Protection Manager. The exception to this is where the child is seriously injured or in immediate danger of being seriously injured. The SCA Child Safeguarding and Protection Manager will be responsible for assessing the report and managing it in accordance with the RPC Guidelines.

SCA and the Department will also involve police or other authorities as required, with the assistance of the witnessing or reporting personnel.

The official step-by-step Reporting Process can be found at Appendix 2. All personnel are required to follow this Reporting Process when raising a concern about the safety or wellbeing of a child or young person. It is mandatory for all personnel to immediately report any concerns (irrespective of how minor the incident is perceived to be) in accordance with this Reporting Process.

Unaccompanied Minors (UAMs)

UAMs at the RPC are provided 24-hour care and support by SCA Carers. SCA personnel may also be delegated powers and functions by the legal guardian of all UAMs, the Nauruan Justice Minister.

Service provider personnel should deal with incident reports that involve a UAM in accordance with the Reporting Process. The SCA Child Safeguarding and Protection Manager will liaise with the child or young person's Carer, the Justice Minister and/or his delegate as appropriate.

SCA will ensure that all reports of child safety incidents are handled in accordance with the following principles:

- All concerns raised will be taken seriously. All parties will be treated fairly and the principles of natural justice will be a prime consideration.
- All reports will be handled professionally, confidentially and expediently. All reports made in good faith will be viewed as being made in the best interests of the child regardless of the outcomes of any investigation.
- The interests of anyone reporting child abuse in good faith are protected. Any personnel who intentionally make false and malicious allegations may face disciplinary action from the employing service provider.
- The rights and welfare of the child is of prime importance. Every effort must be made to protect the rights and safety of the child throughout the investigation.
- The rights and welfare of any accused person will also be upheld during the investigation process.
- Storage of reports will be securely filed.



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In following the Reporting Process there is no expectation that personnel need to be child safety experts or make a conclusive judgement about a situation before making a report. It is important that an incident is reported regardless of whether it appears to be a minor, major or critical incident. The SCA Child Safeguarding and Protection Manager will make an assessment of the report and escalate or manage the incident accordingly. You do not need obtain evidence or investigate the incident.

When a report is received, the SCA Child Safeguarding and Protection Manager will assess the incident and determine if an investigation is required. Any investigation will be conducted in accordance with the Investigation Process at Appendix 5. **GENERAL**

Child Protection Principles

All service providers must demonstrate a commitment to child protection that is based on the following principles:

- Promoting and protecting the best interests of children at all times.
- Zero tolerance of child abuse – mandatory reporting of confirmed or suspected child abuse.
- Child protection as a shared responsibility between all service providers.
- No discrimination by service providers based on ethnicity, gender, disability or status as accompanied or unaccompanied by a guardian.

Application of laws

All personnel must comply with relevant Australian and Nauruan laws (a list of local laws can be found here http://ronlaw.gov.nr/nauru_lpms/index.php). Compliance with local laws may be required when responding to an incident concerning children in conjunction with the Child Safety Incident Reporting Process contained in this Protocol.

Australian law may also be applicable to service provider personnel at the RPC. Australians can be prosecuted for (without limitation):

- sexual activity with persons under 16 years while overseas;
- exploiting a position of trust or authority or taking advantage of a child's mental impairment to commit sexual abuse overseas; and
- offences relating to child pornography.

Various international instruments exist in regard to protection of children. The most relevant is the United National Convention on the Rights of the Child (UNCRC), which both Nauru and Australia have ratified.

- Article 19 of the United Nations Convention on the Rights of the Child (UNCRC) requires:
[s]tate parties [to] take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.



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Child Safeguarding Protocol Implementation Strategy

The Protocol and the Code will be implemented at the RPC through:

- The SCA Child Safeguarding and Protection Manager enhancing awareness of child protection issues among personnel through the provision of technical advice and working collaboratively with other service providers.
- Child Safeguarding Training for all personnel provided onsite including clear step-by-step processes for reporting.
- All service providers ensure their personnel have signed the Code and comply with the Child Safety Incident Reporting Process contained in the Protocol. Each service provider should maintain a record of signatories to the Code. People visiting the RPC for **less than one day** (i.e. senior service provider personnel visiting the RPC) are not required to sign the Protocol however they must be escorted while at the RPC and their visitor's pass must be clearly displayed.
- Requirement that each service provider adheres to the Child Safe Screening and Recruitment Procedures for relevant positions.

DEFINITIONS

Carer: An SCA employee who is delegated guardianship powers and/or functions by the Nauruan Justice Minister in respect of UAMs in their care.

Child Abuse: the deliberate act of ill treatment that can harm or is likely to cause harm to a child's safety, wellbeing, dignity and development. Abuse includes all forms of physical, sexual, psychological or emotional ill treatment.

CSPM: The Child Safeguarding and Protection Manager is SCA's child protection expert and provides in-house technical advice, support to all programs, service providers, staff and associates, and advocacy for children and young people.

Exploitation: refers to the use of children for someone else's advantage, gratification or profit often resulting in unjust, cruel and harmful treatment of the child. These activities are to the detriment of the child's physical or mental health, education, moral or social-emotional development. Also, Commercial Sexual Exploitation of Children where a child is sexually abused in return for cash or 'in kind' favours or goods.

UAM: Unaccompanied Minor – a person under the age of 18 years who when brought to Nauru was not accompanied by his or her parent or legal guardian.

This document is managed by the child welfare support service provider in consultation with other service providers.



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APPENDIX 1: WORKING WITH CHILDREN CODE OF CONDUCT

I, (insert name) acknowledge that I have read and understand the Working with Children Code of Conduct, and agree that whilst employed/engaged by (insert name of service provider) at the Nauru Regional Processing Centre, I will:

- treat all children and young people with respect regardless of race, colour, sex, language, disability, religion, political or other opinion, national, ethnic or social origin, property, birth, status as accompanied or unaccompanied or other status;
- provide an inclusive and safe environment for all children, young people and parents/guardians;
- talk to children about their contact with staff or others and encourage them to raise any concerns;
- not use physical or humiliating punishment on children or young people;
- immediately report concerns or allegations for the safety or wellbeing of a child or young person, or breach of this Protocol and Code of Conduct in accordance with the Child Safety Incident Reporting Process;
- observe and comply with the laws of Nauru;
- ensure that, whenever possible, another adult is present when I am working with children or in contact with children and young people unless it is in the defined context of providing a specific service (e.g. health consultation);
- speak with my Manager about any concerns I have of my involvement in any situation where my words, actions or behaviour may be misinterpreted;
- immediately disclose all charges, convictions and other outcomes of an offence which occurred before or occurs during my employment/engagement with my employer that relates to child exploitation or abuse; and
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or young people or access child exploitation materials through any medium.

I will not:

- use language that is offensive, discriminatory, demeaning, shaming, culturally inappropriate, abusive or of a sexual nature when speaking with or in the presence of a child or young person;
- engage in behaviour to shame, humiliate, belittle or degrade a child or young person or otherwise emotionally or psychologically abuse a child or young person;
- act in a sexually provocative manner or engage children in any form of sexual activity, including paying for sexual services regardless of the age of majority/consent or custom locally. I understand that mistaken belief in the age of a child is not an adequate defence;
- physically abuse a child or young person;
- use social media to contact, access, solicit or befriend a child or young person at the RPC and not place images of those children or young people on personal social media sites;
- hold, kiss, cuddle or touch a child or young person in an abusive, unnecessary or culturally insensitive way;
- condone or participate in behaviour with children or young people which is illegal or abusive;



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- discriminate against or act in favour of particular children or young people to the exclusion of others;
- 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;
- do things for children of a personal nature that they can do for themselves such as toileting or changing their clothes;
- sleep in close proximity to children or young people that I am working with or in contact with unless it is absolutely necessary and in which case I will keep my Manager informed and ensure another adult is present;
- make physical contact with a child or young person against their will, except when as part of an approved physical restraint procedure in order to protect the child or young person from harm;
- take a child outside of the RPC without permission from a guardian and designated authority;
- offer or purchase contraband including pornography, alcohol, drugs or tobacco for children or young people;
- offer any gifts, inducements or money to a child or young person without the permission of the relevant service provider or designated person, as well as the permission of the parent or guardian;
- exchange personal information with children or young people unless it is in the context of carrying out a specified service; and
- speak with or engage with any media outlet about any child or young person's story nor provide names without the consent of the parent or guardian, the relevant service provider and relevant host government officials.

This is not an exhaustive or exclusive list. Personnel should at all times avoid actions or behaviour that may allow behaviour to be misrepresented, constitute poor practice or potentially abusive behaviour.

Any breach of the Working with Children Code of Conduct may result in performance management or disciplinary action including immediate suspension from service pending an investigation. The service provider will be responsible for investigation in conjunction with the designated Child Safeguarding and Protection Manager, Program Manager, host government and the Department, and will either take appropriate disciplinary action, dismiss the employee, or show reason why the employee should remain in service.

Working with Children Statement

I confirm that I have read and understood the Working with Children Code of Conduct and Child Safety Incident Reporting Process. I agree to comply with the Code of Conduct and Reporting Process.

I understand that a breach of the Code of Conduct may provide grounds for my employment at the RPC to be terminated. I also understand that an action that breaches of the Code of Conduct may also result in criminal prosecution.



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I understand that it is my responsibility as a person engaged in service at the RPC to use common sense and avoid actions or behaviours that are abusive or exploitative of children or young people, or which could be construed as such.

I confirm my willingness to participate in RPC training modules on child protection.

Full Name:

Position and Organisation:

.....

Signed:

Date:/...../.....

A copy of this Statement must be kept on file by the person's employer.

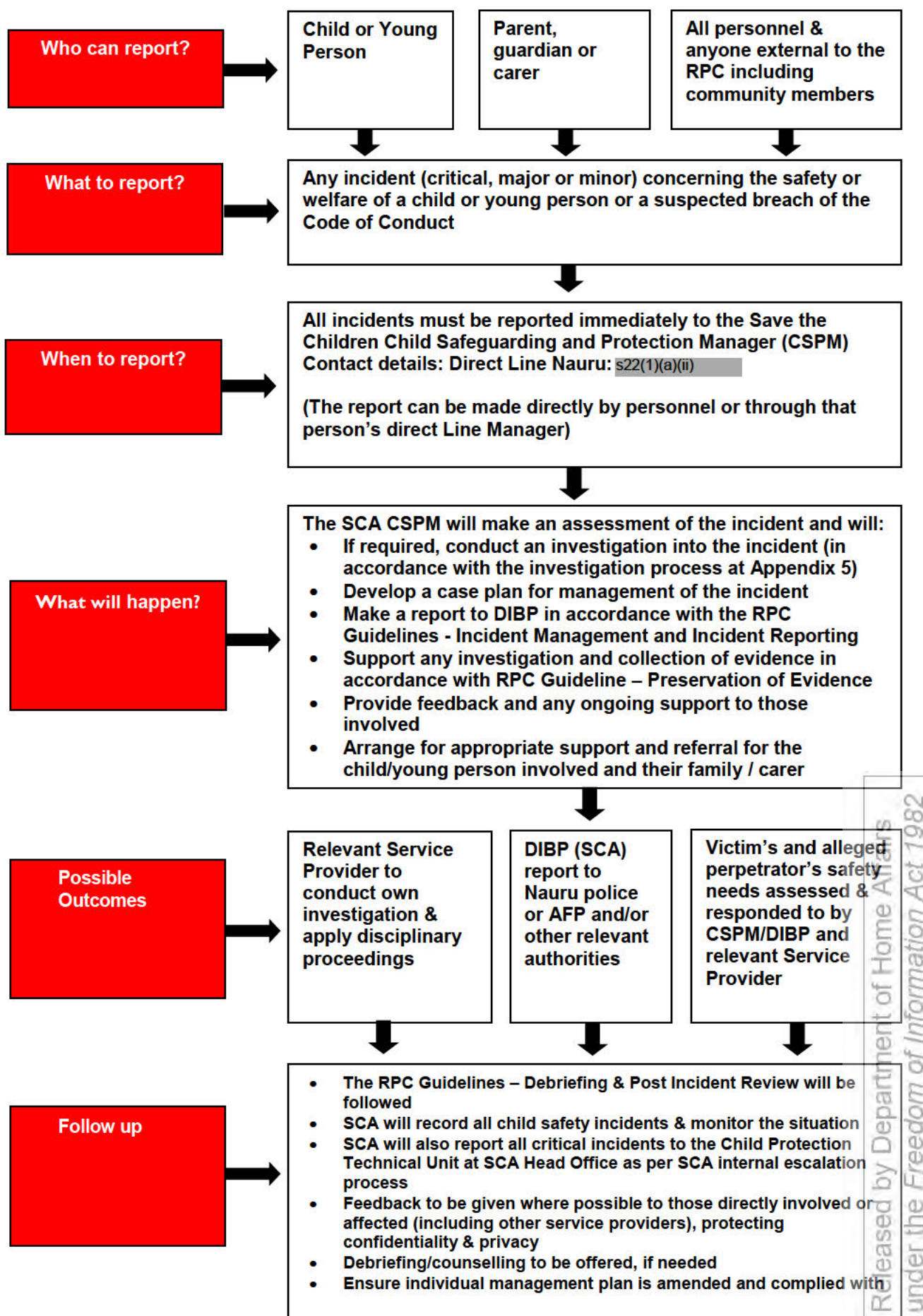


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APPENDIX 2: REPORTING PROCESS AND CONTACTS



Version 2**DATE: May 2014**Approved by: s22(1)(a)(ii), DIBP Contract Administrator**APPENDIX 3: CHILD SAFE SCREENING & RECRUITMENT PROCEDURES**

The following procedures are best practice in child safe screening and recruitment to ensure service providers do not employ or retain people who pose a risk to children. It is recommended that all service providers meet these standards in child safe screening and recruitment for positions that involve regular and ongoing contact with children.

- National criminal record checks (police checks) conducted prior to commencement of employment at the RPC.
- Working with Children Checks are conducted where available (for Australian personnel residing in a state or territory where Working with Children Checks are performed, and UK and NZ citizens as appropriate).
- For personnel from countries where a police/working with children check is not available, the Declaration of Criminal Record is completed (set out in Annexure 4).
- Child protection interview questions (set out in Appendix 3).
- Child protection reference check questions (set out in Appendix 3).
- Two verbal reference checks - including question relating to the applicant's general conduct. One reference must be from the person's current or most recent employer.
- All personnel sign the Code prior to engagement.
- Complete the Child Protection training module and record attendance (to be facilitated by SCA at the RPC).

Suggested child safe interview and reference check questions

The following are a number of example interview and reference questions that should be included as part of the recruitment process for positions which may involve contact with children. Questions should be structured to elicit the following from the applicant:

- their attitude and values in regard to children and young people;
- their motivation for wanting to work with children and young people residing (if relevant);
- illustrations of their past behaviour as it provides an indication of future behaviour.

Suggested Interview Questions

- Are you willing to sign the Working with Children Code of Conduct?
- Have you ever reported a matter concerning a colleague or supervisor? How did you handle it?
- If you were aware of a child protection concern or breach by a colleague of the Code of Conduct within the context of your work how would you respond?
- A child has become quite friendly with you in the family centre. One day they approach you and ask you if they can tell you a secret. What do you do in this scenario?
- Two children are pushing and shoving each other. How do you handle this situation?
- A number of children are running around unsupervised in the kitchen area and helping themselves to food. What do you do to manage this situation?
- Have you ever been subject to investigations in relation to inappropriate conduct towards a minor?



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Suggested Reference Check Questions

- What is your relationship with the applicant?
- Have you managed/supervised this person directly? How did they respond to direction/feedback?
- Explain the nature of the position to the referee and the work they will be doing that places them in direct contact with children.
- Tell me about the applicant's work with children? Have you directly observed this work? Do you have any concerns in relation to the applicant's work with children? If so please explain.
- Describe the applicant's ability to work with and relate to others?
- Would you employ this person again?



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DATE: May 2014

Approved by: s22(1)(a)(ii), DIBP Contract Administrator

APPENDIX 4: DECLARATION OF CRIMINAL RECORD

Declaration of Criminal Record Form

This form should be supplied to all staff with their contract and collected prior to the new staff member commencing work with SCA. This form **DOES NOT** replace a Police Check and a full Police Check should be undertaken for all staff members.

Applicant's Name:		Role applying for:	
Have you ever been charged or convicted of any offence?	I.I.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:			

Please note: if you are applying for a position where you will have regular contact with children, (this may be frequent or infrequent), you are required to give details of all convictions or criminal offences and cautions, bindovers or pending prosecutions.

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



Version 2**DATE: May 2014**Approved by: s22(1)(a)(ii), DIBP Contract Administrator**APPENDIX 5: INVESTIGATION PROCESS FOR INCIDENTS INVOLVING A CHILD OR YOUNG PERSON**

This investigation process outlines the process to be followed in the case of **all incidents** that involve a child or young person.

Save the Children assessment of incident

When an incident report (written or verbal) involving a child or young person is received by the SCA Child Safeguarding and Protection Manager (**CSPM**), the CSPM will (in addition to the steps required by Appendix 2) assess the incident and determine whether or not an investigation is required. An investigation determines what action/s are necessary to protect the child or young person.

When an investigation is required*Immediate investigation*

An investigation will be conducted within 48 hours when the incident report is made if the child or young person's health or safety is in imminent danger or if the child is particularly vulnerable because of age, developmental level or unaccompanied status.

Delayed investigation

In any other case where an investigation is determined to be required, the investigation must be undertaken within seven days of receiving the incident report.

The investigation

Sexual and physical abuse against or by a child or young person are criminal acts. In these cases, police will be called for (to the extent possible) a joint investigation.

An investigation involves interviews conducted by the SCA CSPM, or a senior Child Safeguarding and Protection Worker delegated by the CSPM.

An investigation may include talking to:

- the child or young person; and
- the alleged perpetrator; and/or
- the parents/family; and/or
- any other person who might know about the incident.

Every interview of a child or young person **must** be attended by:

- the SCA CSPM (or their delegate); and
- the parent/carers (unless the alleged perpetrator is the child or young person's parent/carers, or the child or young person requests that their parent/carers does not attend).



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Additional attendees will be permitted or requested at the discretion of the SCA investigator.

The child/young person may be referred to IHMS for a medical examination to make sure the child or young person is not injured, or to ensure that if they are injured, injuries are taken care of.

If the allegation is of sexual or physical abuse, the police will interview the alleged perpetrator. Afterwards (or at the same time if the alleged perpetrator is a child or young person) the Save the Children investigator may also interview the alleged perpetrator.

At the conclusion of the investigation, the SCA will make any necessary recommendations and referrals.

