

Child Protection Policy

Policy & Procedure Owner	CEO Office	
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Date approved by ERFA Board	Date of Last Revision	Next Review
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Definitions

Child Abuse	Abuse happens to male and female children of all ages, ethnicity and social backgrounds, abilities, sexual orientation, religious beliefs and political persuasion. Child abuse includes physical, sexual, emotional, neglect, bullying, child labour and family violence. Abuse can be inflicted on a child by both men and women, as well as by young people themselves and, in some cases, professionals and other adults working with children in a position of trust.
Child Labour	Refers to employment of children that deprives them of their childhood, their opportunity for education and their potential. It involves dangerous work that is harmful physically, mentally and/or emotionally. It usually involves long hours.
Child or young person	Anyone under the age of 18 years.
Child Protection	The term used to describe the responsibilities and activities undertaken to prevent or stop children being abused or maltreated.
Emotional Abuse	Occurs when a child is repeatedly rejected or frightened by threats. This may involve name calling, being put down or continual coldness from parent or care giver to the extent that it affects the child's physical and emotional growth.
Neglect	Persistent failure or the deliberate denial to provide the child with clean water, food, shelter, sanitation, supervision or care to the extent that the child's health and development are placed at risk.
Physical Abuse	Occurs when a person purposefully injures or threatens to injure a child or young person. This may take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take the form of bruises, cuts, burns or fractures.
Program Manager	Person formally representing and responsible for the operation of an ERFA funded program.
Sexual Abuse	Occurs when a child or young person is used by an older or bigger child, adolescent or adult for his or her own sexual stimulation or gratification - regardless of the age of majority or age of consent locally. These can be contact or noncontact acts, including sexualised language, voyeurism, fondling genitals or breasts, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object and exposing a child to, or involving a child in pornography.
Exploitation	Commercial or other exploitation of a child refers to the use of the child in work or other activities for the benefit of others that are to the detriment of the child's physical and mental health, education, or moral and social-emotional development. It includes, but is not limited to, child labour, child trafficking and child sexual exploitation.
Staff and Associates	'Staff' refers to: full time, part time, international and national employees and also those engaged on short term contracts such as consultants, researchers,

	<p>photographers etc.</p> <p>'Associates' refers to: visitors, volunteers, interns, board members, trustees, staff in partnership (program) agencies, immersion participants, donors, media representatives and any other individuals or groups involved with or visiting ERFA and the programs it supports.</p>
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Abbreviations

ACFID	Australian Council for International Development
CPP	Child Protection Policy
CPO	Child Protection Officer
ERFA	Edmund Rice Foundation (Australia)
ICC	Incident, Complaints and Compliments Register

Related Forms

- Child Protection Self Declaration form
- CPP Reporting Process Flow Chart for ERFA
- Incidents, complaints and Compliments form
- Incidents, Complaints and Compliments Register
- Employee induction checklist
- Contractor/Representative/Participant Induction checklist
- Project Complaints Form for Public Display
- CPP Compliance Process Flow Chart for Project Leaders
- Image Use Consent form
- Project Story for ERFA form

Implementation Plan

- Included as part of staff induction
- Included as part of briefing documents for all excursions and programs where staff/volunteers and contractors of ERFA are involved
- Specific reference to CPP in partnership agreements/funding contracts
- Incorporated in Program Design and Funding Application forms
- Specific reference in quarterly monitoring report templates and annual acquittal forms

Applicability

This policy applies to all staff and associates that act for, represent or visit ERFA and ERFA funded programs.

Section 6 of this policy applies specifically to all ERFA funded programs and all criteria must be met in order to be eligible for funding.

1) Introduction and Context

ERFA believes education is the key to sustainable change. We are an international development organisation that focuses on sustainable and transformational education. We operate in some of the poorest communities in the world, including Africa, East Timor, Philippines, PNG as well as in Australia. ERFA's goal is to design and implement high impact education programs that will enable those made poor to stand independently and break the cycle of poverty. ERFA funded education programs range from kindergartens to advanced microfinance projects and are designed with the needs of the community at their core.

Child abuse is a global problem that affects both boys and girls. It is deeply rooted in cultural, economic and social practices. Children are abused physically, sexually, emotionally and through neglect. Some children are more vulnerable to abuse and exploitation than others. Children living in

extreme poverty, children with disabilities, children from minority groups, children living in residential care, children living in emergency or conflict situations, children on the move and others are often at higher risk of abuse than others.

While most child abuse occurs within families and communities, children also experience abuse and exploitation in organisations which provide them with support and services. Physical, emotional abuse and neglect in child focussed organisations and institutions are less systematic and usually unplanned. It is usually the result of poor conditions, bad work practices and negligent management. However, child sexual abuse in organisations is often planned and premeditated. Child sex offenders target organisations working with children in order to gain access to children. They seek work in organisations that provide opportunities to make contact with children and an environment where their abuse may go undetected. Child sex offenders are attracted to organisations with inadequate child protection policies and procedures and may seek to work overseas in developing countries and development programs where child protection laws and law enforcement is weak and where children and their families are vulnerable to exploitation.

By the nature of a focus on education, particularly for those living in poverty, ERFA's work and that of the programs it funds has extensive exposure to highly vulnerable children.

This Child Protection Policy has been developed to provide instruction and guidance on appropriate, suitable and expected behaviors of all staff and associates of Edmund Rice Foundation (Australia) when interacting and engaging with children for ERFA in Australia or overseas.

The policy also contains a section specific to programs that are funded (but not directly managed) by ERFA.

2) ERFA's commitment

ERFA is committed to the protection of children from harm, abuse and exploitation. Children have a right to survival, development, protection and participation as stated in the United Nations Conventions on the Right of the Child. ERFA upholds these rights and aims at all times to provide the safest possible programs and environments for children.

3) Policy Purpose

This CPP has been developed to provide a practical guide to prevent and respond to cases of child abuse in, or encountered by, ERFA or ERFA funded programs. ERFA's CPP outlines a range of risk management strategies that must be implemented to reduce the risk of children being harmed.

- The CPP aims to educate staff, associates and funded programs about child abuse and promote a child safe and a child friendly culture where everyone is committed to keeping children safe.
- The CPP aims to create an open and aware environment where concerns for the safety and well being of a child can be raised and managed in a fair and just manner, which protects the rights of all.
- Additionally, the CPP provides guidance on how to respond to concerns and allegations of child abuse. It provides guidance on how to work respectfully and effectively with children. This will provide all stakeholders, including staff and others with a safe working environment.
- As a signatory to the ACFID Code of Conduct, ERFA is obliged to have policies and procedures implemented which promote the safety and well-being of all children accessing its services and programs, in particular to minimise the risk of abuse to children (see Principle B.3.4 of the ACFID Code of Conduct).
- ERFA is obliged to adhere to local and international child protection criminal laws, which prohibit the abuse and exploitation of children. These include local laws where ERFA funded programs exist, and international laws and Conventions in relation to all forms of child abuse and child exploitation, including child sex tourism, child sex trafficking, child labour and child pornography.

4) Guiding Principles

This CPP follows the below guiding principles and Commonwealth Legislation.

- [Criminal Code Act 1995](#). An Australian citizen or resident can be prosecuted for an offence against a child in another country under laws that have an extra-territorial application.
 - Division 272 (child sex offences outside Australia)
 - Division 273 (offences involving child pornography material or child abuse material outside Australia)
 - Division 474 (telecommunication offences, subdivision C)
- Criminal Act 1914 – this law sets out the laws that govern the way legal proceedings under the Criminal Code Act 1995 are conducted including the conduct of investigations and the protection of children involved in proceedings for sexual offences
- ERFA believes that any form of child abuse and exploitation is unacceptable and it will not be tolerated.
- The United Nations Convention on the Rights of the Child is the universal foundation for child protection. The fundamental principle of the Convention is that children have their own indivisible rights.
- ERFA believes that all children have a right to be safe at all times, and we have an obligation to provide safe and protective services and environments.
- ERFA recognizes its duty of care to take all reasonable steps to ensure that children are safe from harm.
- ERFA takes proactive steps to create child safe and child friendly programs.
- Adherence to this CPP is a mandatory requirement for all staff and associates of ERFA.
- ERFA will ensure that all staff and relevant stakeholders are made aware of the CPP and their responsibilities.
- All decisions regarding the welfare and protection of children are made based on the best interests of the Child Principle. *'This principle refers to decisions considering that the child receives maximum benefit possible from services provided, and that the positive impacts of any course of action outweigh any negative impacts.'*
- Where possible, children will be consulted in the development of the CPP and the implementation of child safe practices.
- Children in programs supported by ERFA should be given opportunities to express their views on matters affecting them.
- ERFA believes that all children should be equally protected and assisted regardless of their gender, nationality, religious or political beliefs, family background, economic status, physical or mental health or criminal background.

5) Risk Management

ERFA recognises that there are a number of potential risks to children in the delivery of its funded programs to the vulnerable and disadvantaged. In recognising these risks, ERFA works with our partners to proactively assess and manage these risks in order to reduce the risk of harm. This is achieved by examining each program and its potential impact on children. Programs that involve direct work with children are considered a higher risk, and therefore require more stringent child protection procedures. However, as children are part of every community in which ERFA works, we are always mindful of potential risks.

Risk management is an ongoing part of every activity, and ERFA conducts a child protection risk assessment on every new program and continues to monitor programs on an ongoing basis throughout the program cycle.

Program leaders are required to continually be aware of risks, to have in place strategies to mitigate them, to provide regular child protection training to staff and to report on these activities to ERFA on at least a quarterly basis.

Program staff and associates are expected to be continually aware of potential risks to children as well as to be actively minimising opportunities and situations where children can be harmed.

Staff and associates (as relevant) are to be regularly trained in child protection and risk assessment. An Incidents, Complaints and Compliments Reporting Form (ICC) has been developed for reporting any instances or form of child abuse and staff are aware of its existence.

6) Compliance Criteria for Independently Managed Projects Funded by ERFA

ERFA provides funding to programs that are managed by in country organisations.

ERFA determines a program partner's status as a child safe organisation by including child protection in our funding appraisal process and through continued monitoring. ERFA commits to strengthening our partners' ability to protect children in programs by investing in targeted capacity building, training and awareness raising on child protection.

ERFA actively monitors the implementation of agreed child protection measures and external compliance obligations with our partners on an ongoing basis via program reports, program visits and annual audits.

In order to be eligible for ERFA funding, the program being funded must:

- have an up to date CPP in place that all program staff are regularly trained on and are required to comply with. A copy of this CPP must be provided with the Program Design and Funding Application when seeking ERFA funding. Any updates to the Program's policy should be provided to ERFA with the Program's quarterly report;
- provide information on CPP training and education undertaken for staff and volunteers in quarterly reporting and when requested;
- have a delegated On-Site CP Officer whose details are provided to ERFA;
- notify ERFA within 24 hours of serious allegations of breaches of the CPP by staff or volunteers;
- display child friendly complaints process signage in local language in a public area (template available at Appendix if required);
- sign off on permission for use of any images sent through to ERFA;
- agree that the program will be assessed for CPP compliance by ERFA on a regular basis.

7) Use of Children's images and video footage

ERFA will at all times portray children in a respectful, appropriate and consensual way. Our guidelines on the use of children's images and video footage are:

- A child should not be portrayed in a vulnerable or submissive manner.
- Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- A child and their family must always be asked for consent when taking their images or video. When asking for consent to use the image or video, details should be given as to how and where the image/video might be used (such as in publications, in correspondence to donors, in reporting or in social media). The ERFA "Image use consent Form" should be completed where possible and returned to CEO Executive Office – Brisbane, Australia.
- There should be no identifying information of the child connected with the location used in the publication of images or video footage.
- A story about an especially vulnerable child will not show their face or any other identifying factors.
- Children should be portrayed as part of their community, not in isolation.
- Children should not be portrayed as weak, isolated and vulnerable. Images/footage of children should portray them as resilient human beings and as partners in the development process.

- Local cultural traditions should be assessed regarding restrictions for reproducing personal images.
- Images/footage should be an honest representation of the context and the facts.
- When sending images/footage electronically, file labels should not reveal identifying information.
- All photographers/videographers should be screened for their suitability, including police checks where appropriate.

8) Employment of Staff and Volunteers

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

- Promoting our child safe commitment on our website, in other promotional materials and in all job advertisements.
- All applicants will receive a copy of ERFA's CPP and be informed of the screening requirements when they apply.
- Applicants will be required to submit a detailed work history when applying for a position. This should contain comprehensive information about the applicant's background such as dates and places of employment, education and other activities.
- All positions will be assessed for the level for risk in relation to contact with children. Positions working directly with children will require the highest level of screening and the applicant must possess relevant qualifications and experience in working with children.
- Job descriptions are required for all positions (staff, volunteers, consultants – short/long term etc), which describe key selection criteria and outline tasks and accountabilities.
- Interviews will be conducted for all positions, ideally face-to-face, but telephone interviews may be necessary in the international context.
- Behavioural-based questions will be used to ask for examples of the candidate's past behaviour and experiences. In positions working directly with children, a panel will explore the candidate's motivations for working with children, which will include value-based questions seeking information about the candidate's attitudes to children, professional boundaries, accountability, team work and how they have responded to ethical dilemmas.
- A minimum of three reference checks will be required for all preferred candidates. This includes short and long terms positions, volunteers on placement and consultants. The candidate's most recent employer/supervisor must be one of these referees. ERFA will verify the identity of the referee and make direct contact with each of these referees. Written references will not be accepted. ERFA reserves the right to request additional references.
- All staff and associates of ERFA will be required to have a police clearance or relevant criminal history checks depending on the country of origin.
- Where the candidate is working directly with children in Australia or overseas, they will require a Working with Children Check (depending on the jurisdiction).
- All staff will be required to provide proof of identify including birth certificate, passport, drivers licence and relevant qualifications. Original documents are required.
- All positions will be subject to a probationary period depending on the length of the contract.
- Issues relating to child protection will be included in staff performance reviews where staff have contact with children.
- All staff and associates will be required to read ERFA's CPP and to sign the Child Protection Self Declaration Form.
- ERFA reserves the right to refuse employment or terminate any person's employment that may pose a risk to children.

9) Reporting and responding to Child Protection Concerns

ERFA considers the abuse and exploitation of children to be completely unacceptable. ERFA will take all concerns and reports of child abuse seriously and act on these reports immediately.

It is mandatory for all ERFA personnel and associates to report any witnessed, suspected or alleged incidents of child abuse or any breach of the CPP.

These concerns may relate to a child or a staff member involved in the organisation or a concern about a child or person/s outside of the organisation's programs. If you do have a concern you should immediately follow ERFA's child abuse reporting procedures.

9a Who should report any suspected breach?

All ERFA staff and associated, including people in the community and partner organisations.

9b What should be reported?

- Any disclosure or allegation from a child/community member or staff regarding the safety, abuse or exploitation of a child.
- Any observation or concerning behaviour exhibited by a staff member, volunteer or other relevant stakeholder that breaches ERFA's code of conduct for working with children.
- Inappropriate use of the organisation's photographic equipment or computers including evidence of child pornography.
- Staff engaging in suspicious behaviour that could be associated with sexual exploitation or trafficking.

9c When to report?

Child abuse concerns should be raised immediately.

9d Who to report to?

- Outside Australia: all child abuse reports should be made to the in-country CPO or Program Manager and to the ERFA CEO in Australia.
- Within Australia: all child abuse reports should be made to the Program Manager and to the ERFA CEO.

ERFA CEO, ceo@erf.org.au ; or +61 7 3621 9649.
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9e How should it be reported?

Verbally or by completing the ICC Form.

9f What will happen next?

The ERFA CEO and/or Country Director in consultation with the CPO will discuss the allegations and then decide upon the next step. This will involve one or more of the following:

- Interviewing the person/persons who made the allegations or other witnesses to gather more information with which to make a decision about the allegation
- Reporting to local police and or child protection authority when it is suspected or becomes clear that a crime has been committed
- Reporting to the Australian Federal Police when it is suspected or becomes clear that a crime has been committed regarding child sex tourism, child sex trafficking or child pornography
- Reporting to local child protection services as necessary
- Handling the concern internally if it is not a criminal matter
- No further action taken
- Providing support to all stakeholders (including the reporter) as necessary

9g Confidentiality

Confidentiality is a key principle of reporting and managing child protection concerns. All information regarding a child protection concern must only be shared with the designated Manager or CPO. The names of people involved and the details of the report will remain confidential. Information will only be released on a “need to know” basis or when required by Australian or overseas law or when a report to police or child protection authorities is made.

9h Disciplinary action

Disciplinary action will be taken against any staff or associate found to:

- Have failed to report a child protection concern
- Have intentionally made a false allegation
- Have made a serious breach of the CPP (minor breaches may result in action such as refresher training or increased supervision) Disciplinary action may include the following sanctions:
 - ERFA personnel - disciplinary action/dismissal
 - ERFA associates – up to and including termination of all relations including contractual and partnership agreements with ERFA
 - Where relevant – reporting to authorities

9i How to respond to disclosure by a child

When a child/young person tells you that he or she has been abused, they may be feeling scared, guilty, ashamed, angry and powerless. You, in turn, may feel a sense of outrage, disgust, sadness, anger and sometimes disbelief.

If a child discloses abuse, whatever the outcome, the child must be taken seriously.

It is important for you to remain calm and in control and to reassure the child/young person that something will be done to keep him or her safe.

When a child or young person’s discloses they are being harmed you can show your care and concern for the child/young person by:

- Listening carefully
- Telling the child/young person you believe him or her
- Telling the child/young person it is not their fault and he/she is not responsible for the abuse
- Telling the child/young person you are pleased he/she told you.

You will not be helping the child/young person if you:

- Make promises you cannot keep, such as promising that you will not tell anyone.
- Push the child/young person into giving details of the abuse. Your role is to listen to what the child/young person wants to tell you and not to conduct an investigation (beware of asking any leading questions as this may prejudice any subsequent investigation).
- Indiscriminately discuss the circumstances of the child/young person with others not directly involved.

Try to obtain some details such as where the abuse is taking place, school, home, work etc; is it currently occurring or did occur in the past? name of perpetrator if possible but not necessary.

It is possible that some children or young people will make a disclosure and then ask you not to tell anyone. It is important you seek guidance from the In-country CPO, Program Manager or equivalent and/or the ERFA Chief Executive Officer in Australia to discuss how the child or young person can be supported and the disclosure managed.

Other actions to take:

9j Protect the child

Once an allegation is made there should be an immediate response that protects the child from further potential abuse or victimisation. The child may require medical assistance or counselling support. Where possible the child should remain in the place of residence or relevant program. Exceptions may be made where the child is deemed to be at risk of victimisation by peers as a result of the allegation or because the alleged abuse has occurred in home based care. If the child is in immediate danger you should make arrangements for the child to go to a safe place.

9k Distance the alleged perpetrator

The best interest of the child may warrant the standing down of a staff member or volunteer. The Program Manager should advise their course of action in writing to the ERFA Chief Executive Officer. Any staff member stood down in this manner continues to receive full pay - this measure recognises that that the member is entitled to a just process that does not pre-judge guilt or innocence. Any volunteers who are stood down should similarly receive any reasonable reimbursement of costs.

9l ERFA's position on reporting

ERFA will treat all concerns raised seriously and ensure that all parties are 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. ERFA will ensure that the interests of anyone reporting child abuse in good faith are protected.

The rights and welfare of the child are of prime importance. Every effort will be made to protect the rights and safety of the child throughout the investigation.

Children and community members with whom ERFA works will be provided with information about how to report any child protection concerns about ERFA staff members and associates.

10. Involving Young People

ERFA is committed to child and youth participation. ERFA expects programs to provide opportunities for children's and young people's views to be heard and incorporate their views into policies and programs.

Children will be asked for their feedback about staff and services by ERFA representatives from time to time. They should be consulted by the Program in the development and review of the CPP and will be asked to contribute to the child safe code of conduct in regard to what they consider to be appropriate and inappropriate behaviours.

Children will also be informed about ERFA's child abuse reporting process and who to contact if they are at risk, have been abused or are concerned about another child.

11. Education in ERFA on CPP

ERFA is committed to educating staff and others on the CPP, on how to reduce risks and create child safe environments.

ERFA commits to undertake capacity building and training in child protection with all development partners who work with us to implement programs that involve or affect children.

ERFA will promote child safe practices which keep children safe in the organisation and in their own community, and provide information about child protection to the children and communities in which we work.

This information will include reporting child abuse if they have concerns about a member of staff or other representative in the organisation.

12. Child Protection Policy Review

ERFA's Child Protection Policy will be reviewed every two years. ERFA's CEO will manage the review of the CPP and personnel, children and young people as well as other stakeholders will be consulted in this process. Any changes made to the Policy will be signed off by ERFA management and the Board.

ERFA will review program specific Child Protection Policies each year on submission of the Program Design and Funding Application. Implementation of program Child Protection Policies and staff training will be monitored on a quarterly basis through scheduled program reporting. Additionally, field monitoring and program visits will take place and adherence to CPP will be undertaken.

Child Protection Policy (CPP) Code of Conduct

Staff members and associates of ERFA are responsible for maintaining a professional role with children, which means establishing and maintaining clear professional boundaries that serve to protect everyone from misunderstandings or a violation of the professional relationship.

All staff and those associated with ERFA, its work and the programs it supports, should conduct themselves in a manner consistent with their role as an ERFA representative and be a positive role model to children. ERFA has developed a Child Safe Code of Conduct to protect children, staff and the organisation by providing clear behavioural guidelines and expectations.

ERFA's Child Safe Code of Conduct includes:

I will

- Treat all children and young people in ERFA partner program(s) with respect.
- Conduct myself in a manner that is consistent the values of ERFA.
- Provide a welcoming, inclusive and safe environment for all children, young people, parents, staff and volunteers.
- Respect cultural differences.
- Encourage open communication between all children, young people, parents, staff and volunteers and have children and young people participate in the decisions that affect them.
- Report any concerns of child abuse.
- Be transparent in my actions and whereabouts.
- Take responsibility for ensuring I am accountable and do not place myself in positions where there is a risk of allegations being made.
- Self-assess my behaviours, actions, language and relationships with children.
- Speak up when I observe concerning behaviours of colleagues or others.

I will not

- Engage in behaviour that is intended to shame, humiliate, belittle or degrade children.
- Use inappropriate, offensive or discriminatory language when speaking with a child or young person.
- Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes.
- Take children to my own home/hotel or sleep in the same room or bed as a child.
- Smack, hit or physically assault children.
- Develop sexual relationships with children or relationships with children that may be deemed exploitative or abusive.
- Behave provocatively or inappropriately with a child.
- Condone or participate in, behaviour of children that is illegal, unsafe or abusive.
- Act in a way that shows unfair and differential treatment of children.
- Photograph or video a child without the consent of the child and his/her parents or guardians.
- Deal with a child in an inappropriate, unnecessary or culturally insensitive way.
- Seek to make contact and spend time with any child or young person outside program times.
- Use ERFA's computers, mobile phones, video and digital cameras inappropriately, nor use them for the purpose of exploiting or harassing children.
- Hire minors as domestic labour.

**CHILD PROTECTION
SELF-DECLARATION AND AGREEMENT**

Edmund Rice Foundation Australia (ERFA) considers child abuse unacceptable in all circumstances and is committed to ensuring that all possible and necessary steps are taken to acknowledge the rights, and protect the wellbeing, of all children (a person under the age of 18 years) that we work with.

It is of utmost importance that abuse is not perpetrated nor compounded by those that ERFA puts in contact with children and in whom children place their trust. It is therefore essential that all staff, associates and representatives of ERFA understand their own role in protecting children and that all practical and reasonable steps are taken to counteract the risk of harm to children.

This self-declaration and agreement form relates to all individuals who come in to contact with children (in Australia and overseas) due to their relationship with ERFA.

Please read ERFA's *Child Protection Policy*. If necessary, seek clarification with an appropriate ERFA staff member and thereafter sign on this page to show you have understood and agree to abide by the contents outlined in these documents.

I (*your full name*) _____

Of (*current address*) _____

Declare that:

- I have been given a copy of, read and understand the ERFA Child Protection Policy including the CPP Code of Conduct.
- I agree to abide by the behaviour protocols and follow the reporting procedure set out in the ERFA Child Protection Policy and CPP Code of Conduct.
- I do not have a criminal record nor have undergone disciplinary action relating to forms of child abuse, neglect, or violence of any type.

I hereby agree to the conditions and guidelines set out by ERFA with regard to any contact with children in Australia and overseas as a result of an ERFA arranged activity. I understand that ERFA reserves the right to take legal action against me if I breach local or international child protection laws.

Signed: _____

Date: _____

Procedure for Child Protection Incident Reporting				
No.		Key Points	Responsibility	Timeframe
Part A: Incident Acknowledgement				
1	Notification received (verbally or written)	1.1 Any inappropriate behaviour of staff and/or associates of ERFA in respect of this policy must be formally reported and handled by the appropriate personnel. 1.2 Acknowledge notification and assess the immediate safety of the child/ren concerned. 1.3 Make and take the necessary immediate actions required ensuring the safety and wellbeing of the child/ren concerned.	Staff / associate	Immediately
Part B: Incident Reporting				
2.	Gather information and complete Incident Reporting Form.	2.1 An incident can be reported verbally or in writing. An incident reporting form (ICC form) is required for any incidents or concerns deemed inappropriate and harmful towards children by any staff or associate of ERFA. 2.2 The ICC form is to be completed, signed and forwarded to: Chief Executive Office PO Box 130 Virginia QLD 4014 Brisbane PRIVATE AND CONFIDENTIAL Or emailed to ceo@erf.org.au	Staff / associate	Within 1 day of incident acknowledgment
Part C: Incident Received				
3		3.1 Incident report formally recorded and registered in the Incidents Complaints and Compliments Register (ICC Register). 3.2 Formal acknowledgement note prepared and sent to the Advisee noted on the form.	CEO	Within 1 day of receiving incident report
Part C: Incident Management				
4.		4.1 Incident will be reviewed and a basic assessment of severity will be conducted ascertaining if the incident is for internal action or is it to be referred to the Government Authorities.	Chief Executive Officer and Board Chair	Within 1 day

		A. Internal Management B. External Referral		
A. Internal Management	4.2	A full review and assessment of the incident details will take place which may or may not include: - confidential interview with the parties concerned - consultation with external expertise (where necessary) - consultation with Program Manager/Director (where necessary)	CEO and Board Chair	Within 2 days
	4.3	Pending the findings the appropriate disciplinary action will be undertaken.		
	4.4	Incident report form to be completed with action taken		
	4.5	ICC register to be updated and forwarded to Board of Directors for formal acknowledgement at the next meeting.	CEO Personal Assistant	Within 2 days
	4.6	Parties involved to be formally contacted advising action taken. Incident Closed	CEO and Personal Assistant	Within 2 days
B. External Referral	4.7	If the incident is deemed to be illegal it will be referred to the appropriate authorities for management.	CEO	Within 1 day
	4.8	Incident report form to be completed with action taken		
	4.9	Parties involved to be contacted advising action taken.	CEO	Immediately
	4.10	ICC register to be updated and forwarded to Board of Directors for formal acknowledgement at the next meeting. Incident Closed	CEO Personal Assistant	

{Below message to be inserted here in local language. Message to be displayed in both local language and English}

CHILD PROTECTION AND COMPLAINTS

Please contact _____ for help if:

- you or someone you know is being hurt, harmed or treated badly
- you have a complaint or concern about this facility or someone who works here

Or, you can contact the funding partner, the Edmund Rice Foundation (Australia):



+61 7 3621 9649

ceo@erf.org.au

www.erf.org.au