Brien Holden Vision Institute Foundation
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Sydney NSW 2052
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ABN 86 081 872 586

| POLICY<br>**CHILD PROTECTION** | **Date effective:** 01/06/26<br>**Date of next review:** 02/2029<br>**Approved by:** Board |
|---|---|

## 1. PURPOSE

1.1 Brien Holden Foundation (BHF) is committed to the safety and wellbeing of all children. BHF has zero tolerance for child exploitation, abuse and harm. This policy establishes BHF's framework for safeguarding children, ensuring that BHF personnel and implementing partners proactively prevent, mitigate and respond to child exploitation, abuse and harm.

1.2 This policy is aligned with the DFAT Child Protection Policy (September 2025), the Commonwealth Child Safe Framework and the National Principles for Child Safe Organisations.

1.3 In summary, BHF personnel and implementing partners are expected to:

1.3.1 prevent child exploitation, abuse and harm by embedding child protection into all that we do;

1.3.2 promote accountability by monitoring and managing risks and ensuring compliance with this policy;

1.3.3 create safe and accessible reporting mechanisms for raising concerns without fear of retaliation;

1.3.4 report any known, suspected or alleged incidents of child exploitation, abuse and harm within 24 hours;

1.3.5 respond effectively to child protection reports, prioritising child victim-survivor rights and wellbeing and holding perpetrators to account; and

1.3.6 comply with relevant Australian and/or local legislation.

## 2. SCOPE

2.1 This policy applies to activities internationally and in Australia, whether funded or unfunded by DFAT. It covers:

2.1.1 **BHF personnel:** all staff (full-time, part-time, casual, remote), board members, consultants, contractors, volunteers, students and observers.

2.1.2 **Implementing partners:** organisations and individuals engaged by BHF to deliver programs/projects.

## 3. KEY DEFINITIONS

| Term | Definition |
|---|---|
| Child or children | A person below the age of 18. This definition aligns with the DFAT Child Protection Policy (September 2025) and the United Nations Convention on the Rights of the Child (UNCRC). |

| Term | Definition |
|---|---|
| Child exploitation | Committing or coercing another person to commit abuse against a child; possessing, producing or distributing child exploitation material; grooming including online; or using a child for profit, labour, sexual gratification, trafficking or any personal or financial advantage. |
| Child abuse | Physical abuse, emotional abuse, sexual abuse, ill-treatment, neglect, and online or digital abuse. Includes witnessing abuse against another child or adult. |
| Harm | Any detrimental effect on a child's physical, psychological or emotional wellbeing, whether intended or unintended. |
| Victim-survivor | A person under 18 who is, or has been, abused, exploited or harmed. The term acknowledges both the harm suffered and the resilience of the child in coping with the aftermath. |
| Safeguarding | Measures taken to avoid or minimise the potential negative impacts of BHF's operations, activities and programs on children and the communities in which we work. |
| Implementing partner | Any organisation or individual engaged by BHF to implement programs and/or services. |

## 4. GUIDING PRINCIPLES

4.1 **Principle 1: Zero tolerance for child exploitation, abuse and harm.** BHF has zero tolerance for child exploitation, abuse and harm in all aspects of its work. This means zero tolerance for acts of child exploitation, abuse and harm, and zero tolerance for inaction to prevent, report or respond.

4.2 **Principle 2: Prioritise the best interests of the child.** All actions and decisions must prioritise children's rights, safety and wellbeing and be underpinned by a 'do no harm' approach. Responses to incidents must be trauma-informed, child-centred and enable access to support services.

4.3 **Principle 3: Promote inclusion and equity and recognise diversity.** BHF must be welcoming and inclusive of all children regardless of their circumstances, abilities, sex, gender, sexual orientation, ethnicity, age, displacement, and social, economic and cultural backgrounds. A risk-based approach must be applied, recognising that factors such as context, gender, race, ethnicity, disability, sexual orientation, socio-economic status and systemic marginalisation can increase vulnerabilities and shape safeguarding needs.

4.4 **Principle 4: Prioritise prevention.** BHF must be proactive in promoting the safety of children and minimising risks. Child protection must be embedded in policies, programs/projects, recruitment, training and daily operations, in both physical and online spaces.

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4.5 **Principle 5: Adopt an empowering and participatory approach.** BHF must empower children to understand their rights, express concerns and participate in decisions affecting them in ways that are age-appropriate, voluntary and safe. Families and communities must be engaged by implementing partners in promoting child safety.

4.6 **Principle 6: Reporting incidents is mandatory.** BHF requires mandatory and immediate reporting (within 24 hours) of all known, suspected or alleged child protection incidents related to BHF business (DFAT funded and unfunded). Reporting mechanisms must be clear, accessible (including to children), and confidential. Those who raise concerns must be protected from retaliation.

4.7 **Principle 7: Embed safeguarding into organisational culture and leadership.** BHF must embed child protection in governance, leadership and culture. A strong safeguarding culture requires clear accountability, leadership commitment, investment of resources and continuous improvement of policies and practices.

## 5. RISK-BASED APPROACH

5.1 BHF applies a risk-based approach to child protection, ensuring that standards are proportionate to the level of contact with children and the context of each project.

| Level of contact | Definition | Child Protection standards required |
|---|---|---|
| No contact with children | Activities with no anticipated interaction with children | None |
| Incidental or minimal contact with children | Activities where interaction with children is limited, indirect or incidental | Essential standards |
| Direct, sustained or significant contact with children | Activities involving regular or ongoing interaction with children | Comprehensive standards |

5.2 The determination of the appropriate level of contact, and therefore the standards that apply, is the responsibility of country staff and implementing partners working together. Self-assessments must be documented and reviewed at least annually, or whenever activities or contexts change (Annexure 1: Child Protection Self-Assessment).

5.3 BHF recognises that small, locally-based implementing partners may need time and support to achieve full compliance with the comprehensive standards. In such cases, the organisation must: fully implement the essential standards immediately to address immediate risks; document an action plan with specific steps and clear timeframes to achieve compliance with the comprehensive standards; and implement and monitor progress against the action plan. A reasonable timeframe for achieving comprehensive standards compliance is between 6 and 18 months (DFAT

requirement), determined in consultation between BHF and the implementing partner based on capacity, risk and context.

## 6. BHF REQUIREMENTS

6.1 As a DFAT partner operating international development programs/projects with direct contact with children, BHF must meet the comprehensive child protection standards across all five areas.

6.2 **Standard 1: Policy, procedures and Code of Conduct.** BHF must maintain a detailed, regularly reviewed child protection policy and procedures that meets DFAT's expectations and demonstrates zero-tolerance commitment. The policy must cover all five DFAT Standards. BHF personnel must read, agree and sign the Child Protection and PSEAH Code of Conduct (Annexure 2).

6.3 **Standard 2: Reporting mechanism and investigation procedures.** BHF must maintain a well-publicised, accessible, confidential and safe mechanism for reporting child protection concerns, with explicit protection from retaliation. The mechanism must be accessible to children, staff, implementing partners and community members. BHF must have documented investigation procedures that include: trauma-informed responses prioritising child victim-survivor wellbeing; procedural fairness for all parties; transparent and timely investigation processes; privacy protections; support for child victim-survivors; and appropriate disciplinary actions. Children, families and communities must be informed about expected behaviours and reporting mechanisms in accessible and culturally appropriate ways.

6.4 **Standard 3: Risk management.** BHF must conduct a child protection risk assessment for each program/project with mitigation actions tailored to the activities and context. Risk assessments must be completed before program/project commencement, reviewed at least annually, and documented. At the comprehensive standard, BHF must also provide documented evidence that senior management and the Board have visibility of child protection risk management, and document BHF's expectations of implementing partners (Annexure 3: BHF Child Protection Risk Assessment form).

6.5 **Standard 4: Training.** BHF personnel must complete comprehensive child protection training on induction and annually. Attendance records must be maintained. Comprehensive training covers: definitions of child exploitation, abuse and harm; risks and impacts of child abuse relevant to BHF's programs/projects; overview of this policy and BHF's DFAT obligations; the Child Protection and PSEAH Code of Conduct; mandatory reporting obligations and how to report; risk assessment and management of child protection risks; safe recruitment and screening procedures; safe interviewing techniques; responding to disclosures; confidentiality and victim-survivor-centred responses; and incident escalation pathways. Courses to be completed: UNICEF Introduction to Child Protection (https://agora.unicef.org/course/info.php?id=915) and ACFID Introduction to Safeguarding (https://www.learnwithacfid.com/). Training certificates must be returned to the Global Safeguarding Officer (k.khan@brienholdenfoundation.org).

6.6 **Standard 5: Child-safe recruitment and screening.** BHF must conduct child-safe recruitment and integrity screening for new BHF personnel. At the Comprehensive Standard this includes: determining the level of contact with children before recruitment; stating that BHF is a child-safe organisation in job advertisements; including child protection-focused questions at stages of recruitment and onboarding; at least two referees with targeted safeguarding questions; a recent criminal record

check; working with children check required for personnel in direct contact with children; and monitoring staff behaviour and adherence to child protection policies throughout employment. Employment contracts must include disciplinary provisions for child protection breaches.

## 7. IMPLEMENTING PARTNERS: CHILD PROTECTION STANDARDS

7.1 Implementing partners engaged by BHF must meet the essential child protection standards as a minimum. Where the partner has direct, sustained or significant contact with children, or works in a developing country or humanitarian setting, they must meet, or meet and work towards, the comprehensive standards.

7.2 **Phased approach for implementing partners.** BHF recognises that small, locally-based implementing partners may need time and support to achieve full comprehensive standards compliance. Where a partner cannot immediately meet the Comprehensive Standards, they must: (1) fully implement the essential standards immediately; (2) document an action plan with specific steps and clear timeframes; and (3) implement and monitor progress against the plan. A reasonable timeframe is 6–18 months, determined in consultation with BHF. BHF is responsible for monitoring progress and providing technical assistance and capacity-building support.

7.3 Standard 1: Policy, procedures and Code of Conduct.

| Essential (all implementing partners must meet) | Comprehensive (must meet, or meet and work towards) |
|---|---|
| A child protection policy or statement, or other documented policies and procedures, that meets DFAT's expectations. A Code of Conduct consistent with the DFAT Child Protection Code of Conduct. All personnel must acknowledge they have read and agreed to it. Partners may adopt BHF's policy and Code of Conduct where appropriate. | A detailed child protection policy and procedures, subject to regular review (at least every 3 years), demonstrating zero-tolerance commitment and covering all five DFAT Standards. The partner's own Code of Conduct, consistent with the DFAT Child Protection Code of Conduct. All personnel acknowledge it in writing. |

7.4 Standard 2: Reporting mechanism and investigation procedures.

| Essential (all implementing partners must meet) | Comprehensive (must meet, or meet and work towards) |
|---|---|
| Ability to receive and manage incident reports safely and confidentially in accordance with Australian or local law. Reporting mechanisms accessible to stakeholders including children. Must report incidents and investigation outcomes to BHF within 24 hours. | Well-publicised, accessible (including to children), confidential and safe reporting mechanism with anti-retaliation protections. Documented incident management procedures including trauma-informed responses, procedural fairness, transparent and timely investigations, privacy protections, |

| Essential (all implementing partners must meet) | Comprehensive (must meet, or meet and work towards) |
|---|---|
| | support for child victim-survivors, and appropriate disciplinary actions. Children, families and communities informed about expected behaviours and reporting mechanisms. Must report incidents and investigation outcomes to BHF within 24 hours. |

7.5 Standard 3: Risk management.

| Essential (all implementing partners must meet) | Comprehensive (must meet, or meet and work towards) |
|---|---|
| Annual child protection risk assessment with mitigation actions tailored to the activities and context. Reviewed at least annually and revised as needed. | Annual risk assessment as per the essential standard, plus: documented evidence that senior management and governing boards have visibility of child protection risk management. Documented expectations for partners and how they will manage child protection risk. |

7.6 Standard 4: Training.

| Essential (all implementing partners must meet) | Comprehensive (must meet, or meet and work towards) |
|---|---|
| Basic child protection training for relevant personnel. Completed on induction and annually. Records maintained. Covers: definitions; risks and impacts; reporting obligations; Code of Conduct; what to do if abuse is suspected. | Comprehensive child protection training for relevant personnel, regularly reviewed. Completed on induction and annually. Records maintained. Essential content plus: risk assessment; safe recruitment; safe interviewing; reporting mechanisms; confidentiality; responding to disclosures; incident escalation; organisational responsibilities. |

7.7 Standard 5: Child-safe recruitment and screening.

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| Essential (all implementing partners must meet) | Comprehensive (must meet, or meet and work towards) |
|---|---|
| Child-safe recruitment and integrity screening for personnel. Screening includes: reference checks; recent police checks; Working with Children or Vulnerable People checks, or locally appropriate alternatives; or self-declaration where formal checks are not feasible. | All Essential requirements, plus: targeted safeguarding questions at stages of recruitment and onboarding. Ongoing monitoring of staff behaviour and adherence to child protection policies and processes. Position analysis before recruitment to determine level of contact with children and required screening intensity. |

7.8 BHF must include child protection clauses in agreements, contracts and MOUs with implementing partners (DFAT funded and unfunded), setting out the applicable standards and BHF's right to monitor compliance.

7.9 **Partner compliance and monitoring.** BHF will monitor implementing partner compliance with this policy through: due diligence assessments at the partnership formation stage; child protection clauses in agreements, grants, contracts and MOUs; annual self-assessments against the DFAT essential and comprehensive standards (Annexure 1); program review meetings and monitoring visits; and action plans where comprehensive standards are not yet met. Non-compliance may lead to BHF suspending or terminating a partnership agreement.

## 8. ROLES AND RESPONSIBILITIES

8.1 **BHF Board must:** have oversight of child protection risk management (standing agenda item); approve this policy and any material amendments; and ensure adequate resources are allocated to safeguarding.

8.2 **BHF personnel must:** sign and adhere to BHF's Child Protection and PSEAH Code of Conduct (Annexure 2); comply with BHF's mandatory reporting requirements; and provide a recent police check, working with children check or locally appropriate alternative (if in direct, sustained or significant contact with children).

8.3 **BHF program/project staff must:** incorporate child protection into due diligence processes for implementing partners; include mandatory child protection clauses in agreements, contracts and MOUs; ensure signed agreements and MOUs are in place with implementing partners; undertake child protection risk assessments for relevant programs/projects and document outcomes; monitor implementing partner compliance with this policy and the applicable DFAT standards; prepare and monitor action plans with implementing partners where comprehensive standards are not yet met; comply with mandatory reporting requirements and any reporting requirements to law enforcement as required by legislation; and complete mandatory child protection training upon induction and annually.

8.4 **Implementing partners must:** adhere to the principles of this policy; comply with BHF's mandatory reporting requirements and any mandatory reporting requirements to law enforcement as required by legislation; comply with relevant Australian or local legislation; take a risk-based approach in applying the child protection standards as per the level of contact with children; put controls in place to manage and monitor the

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risk of child harm and ensure processes are adhered to; and report any known, suspected or alleged child protection incidents to BHF within 24 hours.

## 9. USE OF CHILDREN'S IMAGES AND STORIES

9.1 BHF must obtain informed consent before photographing, filming or collecting stories involving children. This is a requirement of the DFAT comprehensive child protection standard. Before photographing or filming a child:

- 9.1.1 Assess and comply with local traditions or restrictions for reproducing personal images.
- 9.1.2 Obtain informed consent from both the child (in an age-appropriate manner) and a parent or guardian.
- 9.1.3 Ensure images present children in a dignified and respectful manner, not in vulnerable, submissive or sexually suggestive poses; children must be adequately clothed.
- 9.1.4 Ensure images are honest representations of the context and facts.
- 9.1.5 Ensure file labels, metadata or text descriptions do not reveal identifying information when sending or publishing images electronically.

9.2 The BHF Informed Consent for Use of Images and Digital Media form must be completed (Annexure 4).

## 10. REPORTING

10.1 **What must be reported?** Any concern, disclosure or allegation from a child, community member or BHF personnel regarding the safety, abuse or exploitation of a child; any behaviour by BHF personnel that breaches the Child Protection and PSEAH Code of Conduct; inappropriate use of visual images or stories, including evidence of child pornography; and suspicious behaviour associated with sexual exploitation or trafficking.

10.2 **How to report.** Use the BHF Child Protection and SEAH Incident Report Form (Annexure 5) and submit to: standup@brienholdenfoundation.org; BHF Australia office (Level 4 North Wing, Rupert Myers Building, Gate 14 Barker Street, UNSW Sydney NSW 2052); or BHF Pakistan office (Plot 5, basement, Fayyaz Market, Street 9, Sector G-8/2, Islamabad). The form should be submitted within 24 hours of becoming aware of the incident. Anonymous reports are accepted.

10.3 **Reporting to DFAT.** Where DFAT funding is involved, the Chair and/or Group Corporate Counsel must immediately (within 24 hours) report any suspected or alleged child abuse, exploitation or harm to DFAT at: childprotection@dfat.gov.au

10.4 **Reporting to law enforcement.** Additional obligations under Australian and overseas law may require reporting incidents of child harm to law enforcement. In Australia, sexual and physical abuse of a child is a criminal offence in all States and Territories. Concerns about adults engaging in child sex tourism, trafficking or child pornography should be reported to the Australian Federal Police (telephone 131 237). If the incident occurs overseas, the matter may be referred to local police or relevant authorities in the country concerned. Under Commonwealth law, an Australian citizen or resident can be prosecuted for an offence committed against a child in another country. Seek independent legal advice on extraterritorial obligations.

10.5 **Protection from retaliation.** BHF will not tolerate retaliation against anyone who reports a child protection concern in good faith. Any person who intentionally makes false and malicious allegations will face disciplinary action.

## 11. INVESTIGATION PROCEDURES

11.1 The Chair, in consultation with the Group Corporate Counsel and Global Safeguarding Officer, will constitute an investigation or inquiry committee. The process will be guided by the following principles: victim-survivor-centred, trauma-informed, confidential, procedurally fair, timely and transparent.

11.2 **Investigating a complaint.** The inquiry committee will gather all relevant information and make an initial assessment before determining next steps, which may include: interviewing the person/s who made the allegations or other witnesses; reporting to local police and/or relevant child safety authority; reporting to the Australian Federal Police; handling internally if not a criminal matter; or taking no further action.

11.3 **Procedural fairness.** The investigation processes must uphold procedural fairness for the subject of the allegation. This includes: decisions based on factual evidence; written notification to the individual under investigation, including the general nature of the allegations; an opportunity for the individual to respond to allegations and present relevant information or evidence; confidential handling of all information related to the investigation; access to interview transcripts for review and correction; and the option for the alleged perpetrator to have a support person or interpreter present during interviews.

11.4 **Responding to disclosure.** When a child reports that he or she has been abused, they may be feeling scared, guilty, ashamed or powerless. General guidance: give the child your full attention and maintain a calm appearance; reassure the child it is right to tell; believe them; make clear the abuse is not their fault; let the child take their time and use their own words; do not make promises you cannot keep; do not push for details; do not ask leading questions; tell the child what you plan to do next.

11.5 **Protecting the child and distancing the alleged perpetrator.** Once an allegation is made, there must be an immediate response to protect the child from further potential abuse. The child may require medical or counselling support. If in immediate danger, arrangements must be made for the child to go to a safe place. Where the best interests of the child warrant it, BHF may stand down a personnel member.

11.6 **Confidentiality.** All reports, names of adults involved and other details will remain confidential. Only the Chair, Group Corporate Counsel and Global Safeguarding Officer will be informed of the report. Details will be released on a need-to-know basis or as required by law.

11.7 **Disciplinary action.** Where the child protection policy or BHF Child Protection and PSEAH Code of Conduct has been breached, BHF may remove or suspend an individual immediately from program activities while the case is being assessed. Disciplinary actions that may be applied include: transfer to other duties; suspension (with or without pay, depending on the circumstances); and termination of employment or engagement. Anyone found to have abused or put at risk a child will not be permitted any further involvement with BHF.

## 12. POLICY REVIEW

12.1 This policy will be reviewed every three years, or sooner where there are changes to DFAT requirements, legislation or BHF operations.

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12.2 BHF will conduct an annual review of performance against the Essential and comprehensive standards between March and June each year (Annexure 1).

12.3 Feedback may be directed to the BHF Global Safeguarding Officer (k.khan@brienholdenfoundation.org).

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## ANNEXURE 1

## CHILD PROTECTION SELF-ASSESSMENT

*To be completed by BHF and implementing partners (March to June each year)*

Organisation name: _____

Date: _____

Program/project: _____

Completed by: _____

| Standard | Essential Standards in place? | Comprehensive Standards in place? | Action required / planned date |
|---|---|---|---|
| 1. Policy, procedures and Code of Conduct | | | |
| 2. Reporting mechanism and investigation procedures | | | |
| 3. Risk management | | | |
| 4. Training | | | |
| 5. Recruitment and screening | | | |
| **Strengthening actions or support required:** | | | |

## ANNEXURE 2

## BHF CHILD PROTECTION AND PSEAH CODE OF CONDUCT

Brien Holden Foundation (BHF) supports the rights of children and takes a zero-tolerance approach to the exploitation, abuse, bullying and harassment of children and vulnerable adults. BHF takes a risk-based approach to child safety and PSEAH and uses careful management to identify, mitigate, manage or reduce risks to children and at-risk adults that may be associated with its initiatives. BHF has zero tolerance of sexual exploitation, abuse, bullying and harassment of vulnerable adults.

BHF personnel (staff, board members, consultants, contractors, volunteers, students, partners and observers) have an obligation to uphold high standards of personal and professional conduct at all times, to understand the inherent imbalance of power which exists, and must not abuse this position to exploit or abuse another person.

### CODE OF CONDUCT

I, _____, engaged by Brien Holden Foundation, agree that I will:

### Child Protection

- Recognise that risk to the safety of children is inherent in the delivery of BHF programs/projects. As such, I will ensure to be mindful of this risk in all that I do during the course of my involvement with BHF.
- Treat children with respect regardless of race, colour, sex, gender identity, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Not engage children in any form of sexual activity or acts, including paying for sexual services or acts.
- Ensure another adult is present when working in the proximity of children.
- Not invite unaccompanied children into my home, hotel or a remote or isolated area unless they are at immediate risk of injury or in physical danger.
- Not sleep close to unsupervised children unless absolutely necessary, in which case the Country Manager's permission must be obtained and another adult is present if possible.
- Not hire children for domestic or other labour which is inappropriate given their age or developmental stage, or which places them at significant risk of injury.
- Not use any computers, mobile phones or video and digital cameras inappropriately and never to exploit or harass children or to access child pornography through any medium.
- Refrain from physical punishment or discipline of children.
- Comply with all relevant Australian and local legislation, including labour laws in relation to child labour.
- Immediately report concerns or allegations of child abuse or exploitation in accordance with BHF's reporting requirements.

- Immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with BHF.
- Be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse.

**Sexual Exploitation, Abuse and Harassment (SEAH)**

Furthermore, I acknowledge that:

- Sexual exploitation and abuse constitute acts of gross misconduct and would be deemed grounds for termination of employment.
- Sexual activity with children under 18 is prohibited regardless of the age of majority locally. Mistaken belief in the age of a child is not a defence.
- Exchange of money, employment, goods or services for sex including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited.
- Sexual relationships between BHF staff, volunteers or partners and beneficiaries are forbidden, since they are based on inherently unequal power dynamics.
- Fraternisation with minors, beneficiaries and any vulnerable/potentially vulnerable adult is strictly prohibited for BHF personnel.
- Where BHF personnel develops concerns or suspicions regarding sexual abuse, whether in the same agency or not, they must report such concerns via established reporting mechanisms.
- BHF personnel are obliged to create and maintain an environment which prevents sexual exploitation and abuse, and which promotes implementation of this code of conduct.

**Filming and Photographing Children/Vulnerable Adults**

I further agree that, while working with BHF or engaged in BHF activities, I must:

- Before photographing or filming a child/vulnerable adult, assess and endeavour to comply with local traditions or restrictions for reproducing personal images.
- Before photographing or filming a child/vulnerable adult, obtain informed consent from the child and a parent or guardian of the child.
- Ensure photographs, films, videos and DVDs present children/vulnerable adults in a dignified and respectful manner and not in a vulnerable or submissive manner.
- Ensure images are honest representations of the context and the facts; and ensure the file labels, metadata or text descriptions do not reveal identifying information about a child/vulnerable adult.

**And by signing this declaration, I confirm and accept that:**

- I shall abide by the BHF child protection and prevention of sexual exploitation, abuse and harassment policies and procedures.
- My failure to comply with BHF Child Protection and Prevention of Sexual Exploitation, Abuse and Harassment policies and code of conduct may result in disciplinary action.
- I consent to photographs, films, videos and digital media taken of myself during my tenure being used by BHF for promotional, training, marketing, advertising and fundraising purposes.

| | | | |
|---|---|---|---|
| **Signature:** | | **Date:** | |
| **Print Name:** | | **Position/Role:** | |

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## ANNEXURE 3

## CHILD PROTECTION RISK ASSESSMENT

| | |
|---|---|
| **Date of Assessment** | |
| **Name of the Organisation** | |
| **Assessment by BHF Partner** | |
| **Reviewed By:** | |
| **Approved By:** | |

*There are **three steps** outlined in this guide that are used to establish the child protection risk context. Once you have completed the three steps you can establish the overall potential child protection risk context and determine whether a full child protection risk assessment is required.*
*Note: All steps must be undertaken. It is not enough to identify an activity as low risk.*

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

This step will guide you through identifying the level of involvement with children.

***Step 1: Part A – What is the level of working with or contact with children at the activity level?***

| Category | Question | Yes/No |
|---|---|---|
| 1. Contact with Children Assessment (No = nil contact) | Inherent Risk: Personnel will be deployed internationally (outside their usual country of residence)? | |
| | Personnel will be working in a remote and/or rural location? | |
| Degree of Isolation | Involves being alone with children? | |
| | Involves activities that are away from organisation location? | |
| | Involves meeting one-on-one with children? | |
| | Involves unpredictable or remote settings? | |

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| Category | Question | Yes/No |
|---|---|---|
| Online contact or access to personal details | Involves direct one-on-one or group access to children online? | |
| | Involves supervising child-to-child online contact? | |
| | Involves online access to a child's personal and/or confidential information? | |
| | Inadequate/missing safe options for children to report unwanted attention or inappropriate behaviour by others? | |
| | Involves educating children and supporting adults on cyber safety? | |
| 2. Working with Children Assessment | Vulnerability of child/children: Engages with children whose true or cognitive age impacts on their ability to protect themselves? | |
| | Engages with children who have challenges that contribute to their vulnerability? | |
| | Engages with children who do not have many support systems? | |
| Degree of physical contact | Involves demonstrating a skill to children? | |
| | Position involves need for physical contact/touching children? | |
| | Involves providing a personal service (e.g. washing, dressing, toileting)? | |
| Degree of monopoly on provision of goods/services | Monopoly on provision of goods and/or services (medical, food distribution, career training)? | |
| Degree of supervision | Involves personnel having unsupervised contact with children? | |
| | Activities/engagement with children not observed or monitored? | |
| | Insufficient number of trained staff to supervise activities/engagement with children? | |

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| Category | Question | Yes/No |
|---|---|---|
| Degree of trust | Involves developing close, personal, long-term relationships with children? | |
| | Involves transporting youth? | |
| | Involves one-on-one supervision, overnight supervision, out-of-town activities, or spending extended time with youth? | |
| | Contributes to important decisions regarding the future of children? | |
| Access to property/information | Has access to personal/confidential information? | |
| | Adult has a perceived or actual level of authority (from child's perspective)? | |
| Child labour | Possibility that activity will lead to employment of children? | |
| | Possibility that activity will lead to removal of children from school? | |
| | Possibility that activity will lead to children being employed in hazardous work? | |
| Vulnerability of parent/carer | Engages with parents whose true or cognitive age impacts on ability to protect their children? | |
| | Engages with parents who have challenges that contribute to their ability to provide care? | |
| | Engages with parents who do not have many support systems? | |

***Step 1: Part B – Activity Inherent Risk***

| Risk Level | Category | Description |
|---|---|---|
| LOW | No contact | The activity does not involve any individuals working in-country (Nil Contact). You answered No to all questions in Step 1 Part A. |
| MODERATE | Contact with Children | The activity involves or may involve contact with children. You answered Yes to any questions in |

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| Risk Level | Category | Description |
|---|---|---|
| | | 'Contact with Children Assessment' but No for all questions in 'Working with Children Assessment'. |
| HIGH | Working with Children | The activity involves working with children. You answered YES to any questions under 'Working with Children Assessment'. A full child protection risk assessment is required. |

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**Step 2: Is the organisation child-focused and what child protection controls are in place?**

***Step 2: Part A – Systems and Controls***

| **Child Protection Systems and Controls (0 Yes = poor systems; 9 Yes = strong systems)** | **Yes / No** |
|---|---|
| Child Protection Policy in place? | |
| Risk management practices in place and include risks to children? | |
| Recruitment practices and screening completed for all staff before commencing work? | |
| Notifications/incident reporting procedures in place? | |
| Staff receive child protection training? | |
| Boundaries for appropriate behaviour/code of conduct are implemented? | |
| Feedback on staff performance recorded? | |
| Record keeping procedures in place (meetings, activities, incidents, reports, logs, complaints)? | |
| Organisation checks if third-party service providers are child safe? | |
| Focus – Types of activities: Does the organisation provide any direct activities/services for children? | |
| Does the organisation provide any humanitarian relief? | |
| Business model: Provides residential/orphanage/shelter services, uses child sponsorship model, allows sponsor visits, part of voluntourism program, or uses children/images of children for fundraising? | |

***Step 2: Part B – Organisation Inherent Risk***

| | | |
|---|---|---|
| LOW | No Focus | Organisation is not a child-focused organisation (answered No to all questions in Step 2 Focus). |
| MODERATE | Focus & Strong Systems | Organisation is child-focused and has good child protection systems in place (Yes to any Focus question; majority of Yes answers to systems and controls). |

| | | |
|---|---|---|
| HIGH | Focus & Poor Systems | Organisation is child-focused and has poor or nil child protection systems in place (Yes to any Focus question; majority of No answers to systems and controls). |

**Step 3: Establish the Overall Child Protection Risk Context**

| **Organisation Level (Step 2) / Activity Level (Step 1)** | **NIL (LOW)** | **CONTACT (MODERATE)** | **WORKING (HIGH/VERY HIGH)** |
|---|---|---|---|
| NO FOCUS (LOW) | No further assessment required | Include risks in relevant Investment risk register; monitor for changes | Full child protection risk assessment required |
| FOCUS & STRONG SYSTEMS (MODERATE) | Include risks in relevant Investment risk register; monitor for changes | Include risks in relevant Investment risk register; monitor for changes | Full child protection risk assessment required |
| FOCUS & POOR SYSTEMS (HIGH/VERY HIGH) | Full child protection risk assessment required | Full child protection risk assessment required | Full child protection risk assessment required |

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## ANNEXURE 4

## INFORMED CONSENT FOR USE OF IMAGES AND DIGITAL MEDIA

**Informed Consent for Use of Images and Digital Media**

*Media is defined as: photographs, films, videos and digital media taken during BHF programs that may be used by BHF for promotional, training, marketing, advertising and fundraising purposes.*

| | |
|---|---|
| **Name:** | |
| **Address:** | |
| **Phone number:** | |
| **Location of Photo/Film Shoot:** | |
| **Date of Engagement:** | |
| **Details of work/activity:** | |
| **Intended Use:** | BHF intends to use the photographs, films, videos and digital media for promotional, training, marketing, advertising and fundraising purposes. |
| **Copyright Ownership:** | Full copyright, ownership and use of the media is assigned to Brien Holden Foundation. |
| **Dignified representation confirmed:** | The subject is presented in a dignified and respectful manner, adequately clothed and not in poses that could be seen as sexually suggestive or vulnerable. |
| **Identifying information:** | File labels, metadata and text descriptions will not reveal identifying information about the subject without further consent. |
| **Local traditions/restrictions assessed:** | □ Yes □ No □ Not applicable |

I, _____ hereby grant the right to Brien Holden Foundation to use media of me and I assign all rights of ownership of the photographs, films, videos and digital media to Brien Holden Foundation.

Where the subject is a child, consent must also be obtained from a parent or guardian. The child's age-appropriate assent should also be sought.

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| Party | Date | Signature |
|---|---|---|
| Signature of Subject: | ____ / ____ / ____ | |
| Signature of Parent/Guardian (if subject is a child): | ____ / ____ / ____ | |
| Signature of BHF Witness: | ____ / ____ / ____ | |

*Consent forms must be retained on the program file. Local traditions and restrictions regarding personal images must be assessed and complied with before any images are taken.*

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## ANNEXURE 5

## CHILD PROTECTION AND SEAH INCIDENT REPORT FORM

### REPORTER'S DETAILS

| | | | |
|---|---|---|---|
| **Reporter's name** | | | |
| **Home address** | | | |
| **Other address** | | | |
| **Contact phone no.** | | **Email:** | |
| **Date of report** | | **Time of report:** | |

### PERSON BELIEVED RESPONSIBLE FOR ALLEGED ABUSE OR HARM

| | |
|---|---|
| **Name** | |
| **Position/Organisation (if known)** | |
| **Address** | |
| **Phone** | |
| **Relationship to child/vulnerable adult** | |

### DETAILS ABOUT THE CHILD/VULNERABLE ADULT

| | | | |
|---|---|---|---|
| **First name:** | | **Last name:** | |
| **Date of birth** | | **Or estimated age of child/vulnerable adult:** | |
| **Sex** | Female Male | **Cultural Identity:** | |
| **Disability (if applicable)** | | **Region:** | |
| **Interpreter required** | Yes No | | |

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| | | | |
|---|---|---|---|
| **Address** | | | |
| **Current residence of child/vulnerable adult** | | | |

**CONCERN FOR SAFETY OF CHILD/VULNERABLE ADULT**

Do you have a concern for the immediate safety of the child/vulnerable adult concerned?
Yes No Unsure

**DETAILED REPORT**

Please provide details of the grounds for your belief that a child/vulnerable adult has been the subject of physical, emotional or psychological abuse.

BHF insists that you provide details of the grounds for your belief that the above-named child/vulnerable adult has been the subject of sexual abuse.

You must provide information that you think is of concern and has informed your belief that child/vulnerable adult abuse is alleged to have occurred. Attach further information if required.

| |
|---|
| |

Are local police or other local authority aware of the incident/allegation? Yes No Unsure

If Yes, explain:

| |
|---|
| |

**SIGNATURE**

| **Reporter's Signature** | **Date** |
|---|---|
| | |