



Child Protection Policy and Procedures

Protecting children and youth



Policy Owner	Mrs Soknin Chen - National Director of Operations on behalf AusCam Freedom Project Incorporated
Approved By	Julie Dowse - International Program Director
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Review Date	June 8 th , 2019

ORGANISATIONAL IDENTITY

AusCam Freedom Project (AFP) is an Australian Registered Charity and International Non Profit working to protect and empower at risk adolescent girls in Cambodia through education scholarships and holistic supports to prevent human trafficking and exploitation.

VISION

AusCam Freedom Project envisages a society;

- Where young women have opportunity, choices and freedom to fulfill their dreams and aspirations.
- Where young women feel empowered, valued and supported.

ORGANISATION MISSION

We believe when you educate a girl SHE can change HER world

So

We empower adolescent girls from impoverished communities to break the cycle of poverty and exploitation through education and holistic support leading to life changing opportunities

VALUES

- **Participation** – through accessibility, inclusiveness, equity
- **Relationships** – that are respectful, non-judgmental, authentic, belonging, generosity
- **Excellence** – continuous improvement, good governance, integrity, sustainability
- **Justice** – ensuring equitable gains for adolescent girls in health, educational and legal systems and recognizing that disparity exists among girls, therefore we serve those girls with the highest needs and who have limited access to opportunity.
- **Innovation** – We employ creative and critical thought to develop new solutions and approaches to achieve our mission.

POLICY OVERVIEW

AusCam Freedom Project understands that it has a fundamental duty of care towards protecting children engaged within its programs and activities and is committed to the safety and protection of children from all forms of abuse and exploitation. This Child Protection Policy recognises that children can be extremely vulnerable, especially in situations of poverty and/or humanitarian crisis or conflict and need to be protected.

AusCam Freedom Project will use a risk management approach to minimise the likelihood of child abuse and provide clear and practical guidelines for staff and representatives responding to child abuse and managing complaints.

This Policy has been developed to adhere to international standards such as the United Nations Convention on the Rights of the Child as well as the Australian Government's Child Protection Policy for the aid program (2013). This Policy operates in conjunction with common and statute law and does not exclude or replace the rights and obligations of any individual under **Cambodian Law**. This Policy should be seen as a component of the broader ethical framework and Code of Conduct of **AusCam Freedom Project**. Disciplinary processes are a means to establish and maintain an ethical, efficient and effective organisation and should not be seen in isolation from the overall goals of the company.

Statement on commitment to Child Protection:

- ✓ AusCam Freedom Project is committed to the safety and wellbeing of all children and young people. We support the rights of children and youth and will act without hesitation to ensure a child safe environment is maintained.
- ✓ AusCam Freedom Project is committed to the protection of children and youth from harm, abuse and exploitation. Children and youth have a right to survival, development, protection and participation as stated in the United Nations Convention on the Rights of the Child. (UNCRC). AusCam Freedom Project will uphold these rights.
- ✓ AusCam Freedom Project takes its duty of care seriously and will aim at all times to provide the safest possible programs and environments for children and young people. This will be achieved by identifying and managing risks that may lead to harm.

Purpose of the Policy:

- ✓ This Child Protection Policy (CPP) has been developed to provide a practical guide to prevent child abuse in AusCam Freedom Project's programs. It will outline a range of risk management strategies that will be implemented which will reduce the risk of children and youth being harmed.
- ✓ The CPP will demonstrate AusCam Freedom Project's commitment to protect children and youth from harm and abuse
- ✓ The CPP aims to educate staff and others about child abuse and promote a child and youth friendly and safe culture where everyone is committed to keeping children and youth safe.
- ✓ The CPP aims to create an open and aware environment where concerns for the safety and wellbeing of children and youth can be raised and managed in a fair and just manner, which protects the rights of all.
- ✓ Additionally, the CPP will provide guidance on how to respond to concerns and allegations of abuse. It provides guidance to staff and others on how to work respectfully and effectively with children and youth.

- ✓ AusCam Freedom Project is obliged to adhere to local and international child protection criminal laws where AusCam Freedom project's programs exist, and international laws and conventions in relation to all forms of child abuse and exploitation, including: child sex tourism, child sex trafficking, child labour and child pornography.

Guiding principles:

- ✓ AusCam Freedom Project believes that any form of child abuse and exploitation is unacceptable and 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 and youth have their own indivisible rights.
- ✓ AusCam Freedom Project believes that all children and youth have a right to be safe at all times, and we have an obligation to provide safe and protective services and environments.
- ✓ AusCam Freedom Project recognizes its duty of care to take all reasonable steps to ensure that children are safe from harm.
- ✓ AusCam Freedom Project will take proactive steps to create child and youth safe and friendly programs.
- ✓ Adherence to this CPP is a mandatory requirement for all staff, including staff located outside of Cambodia, Volunteers, Sponsors/Visitors and contacted advisors/Consultants.
- ✓ AusCam Freedom Project 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 and youth are made based on the Best Interests of the Child Principle. This principle refers to decisions considering that children and youth receive maximum benefit possible from services provided and that the positive impacts of any course of action outweigh any negative impacts.

Definitions:

DUTY OF CARE:

- ✓ Duty of care is a common law concept that refers to the responsibility of the organization to provide children and youth with an adequate level of protection against harm. It is the duty of the organization to protect children from all reasonably foreseeable risk of injury.

CHILD AND YOUNG PERSON:

- ✓ A CHILD AND YOUNG PERSON IS GENERALLY REGARDED TO BE ANY PERSON UNDER THE AGE OF 18 YEARS. However in the context of AusCam Freedom Project, the term young person or youth is descriptive of anyone under the age of 25 years.

CHILD PROTECTION:

- ✓ Is the term used to describe the responsibilities and activities undertaken to prevent or stop children and youth being abused or maltreated.

CHILD ABUSE:

- ✓ Abuse happens to male and female children and youth 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 domestic violence.
- ✓ Both boys and girls can be victims of abuse, and abuse can be inflicted on children and youth by both men and women, as well as by young people themselves.
- ✓ In some cases, professionals and other adults working with children and youth in a position of trust also abuse children.

PHYSICAL ABUSE:

- ✓ This 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.

EMOTIONAL ABUSE:

- ✓ This occurs when a child or young person is repeatedly rejected or frightened by threats. This may involve name calling, being put down or continual coldness from parent or caregiver; to the extent that it affects the child's physical and emotional growth.

NEGLECT:

- ✓ Neglect is the persistent failure or the deliberate denial to provide the child or young person with clean water, food, shelter, sanitation or supervision or care to the extent that the child or young person's health and development are placed at risk.

SEXUAL ABUSE:

- ✓ This 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 maturity or age of consent locally. These can be contact or non-contact acts, including threats and exposure to pornography.

CHILD - SEX TOURISM:

- ✓ ECPAT International defines child-sex tourism as: *".... The commercial sexual exploitation of children by men and women who travel from one place to another, usually from a richer country to one that is less developed, and there engage in sexual acts with children, defined as anyone under 18 years of age."* (ECPAT International, 2006)

BULLYING:

- ✓ Bullying is the inappropriate use of power by an individual or group, with intent to injure either physically or emotionally. It is usually deliberate and repetitive. The bullying may be physical or psychological (verbal and non-verbal).
- ✓ Physically, bullying includes pushing, hitting, punching, kicking or any other action causing hurt or injury
- ✓ Verbal bullying includes, taunts, threats and ridicules
- ✓ Psychological bullying includes physical intimidation and ostracism

EXPOSURE TO DOMESTIC VIOLENCE:

- ✓ Domestic violence occurs when children and young people witness or experience the chronic domination, coercion, intimidation and victimization of one person by another by physical, sexual or emotional means within intimate relationships.

PARTICULARLY VULNERABLE CHILDREN AND YOUNG PEOPLE:

- ✓ Child abuse takes place not only within the family environment, but also outside the family, including institutions, at work, on the streets, in war zones and emergencies.

Scope of the Policy:

- ✓ This policy applies to all staff and other key groups. 'Staff' refers to: full time, part time, international and national and also those engaged on short term contracts such as consultancies, researchers, photographers etc. 'Others' refers to visitors, volunteers, board members, trustees, staff in partnership agencies, and any other individuals or groups that have contact with the organization.

AusCam Freedom Project's Commitments

AusCam Freedom Project is committed to implementing and maintaining child protection measures to the highest standard. These include:

- ✓ In all contracts involving **AusCam Freedom Project**, all parties agree to abide by the requirements of this Policy;
- ✓ Child protection risks are included in all project and activity risk assessments;
- ✓ Culturally specific issues relevant to child protection will be incorporated into project specific risk management strategies, training and response procedures;
- ✓ Preventative child protection measures are implemented to the highest standard;
- ✓ Comprehensive child-safe recruitment and screening processes are employed;
- ✓ Child protection training is regularly provided to relevant **AusCam Freedom Project** employees and representatives;
- ✓ A child protection Code of Conduct exists and is understood and signed, wherever applicable, by all **AusCam Freedom project** employees and representatives that are bound by it;
- ✓ Clear and current reporting procedures exist and are known by **AusCam Freedom Project** employees and representatives;

- ✓ National laws and processes and local resources are taken into account within reporting and response mechanisms;
- ✓ No person is permitted to work with children if they pose an unacceptable risk to children's safety or wellbeing;
- ✓ All employment contracts involving **AusCam Freedom Project** outline that **AusCam Freedom Project** has the right to dismiss, suspend or transfer to other duties personnel who breach the child protection code of conduct; and
- ✓ The highest levels of confidentiality and sensitivity are employed pending an official investigation of an incident.

Child Protection Risk Management:

- ✓ AusCam Freedom Project recognizes that there are a number of potential risks to children and young people in the delivery of our programs to the vulnerable and disadvantaged. In recognizing these risks, AusCam Freedom Project proactively assesses and manages these risks to children and young people in our programs (and the communities in which we work) to reduce risk of harm. This is achieved by examining each program and its potential impact on children and young people.
- ✓ Risk management is an ongoing part of every activity and AusCam Freedom Project conducts a risk assessment on every new and emerging program and project.
- ✓ Staff and others should continually be aware of risks, and be actively minimizing opportunities and situations where children or young people can be harmed
- ✓ A child abuse incident reporting sheet has been developed and staff are aware of its existence.

Code of Conduct for working with Children & Young people:

- ✓ Staff members and others are responsible for maintaining a professional role with children and young people, which means establishing and maintaining clear professional boundaries that serve to protect children, staff and the organization by providing clear behavioural guidelines and expectations.
- ✓ AusCam Freedom Project's child and young person safe code of conduct includes:

I WILL:

- ✓ Treat all children and young people in our program with respect.
- ✓ Conduct myself in a manner that is consistent with the values of the AusCam Freedom Project.
- ✓ 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, staff and volunteers and have children and young people participate in the decisions that affect them.
- ✓ Report any concerns of child abuse.
- ✓ At all times staff should be transparent in their actions and whereabouts.

- ✓ Take responsibility for ensuring they are accountable and do not place themselves in positions that there is a risk of allegations being made.
- ✓ Self-assess their behaviours, actions, language and relationships with children and young people.
- ✓ Immediately disclose all charges, convictions and other outcomes of an offense that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with AusCam Freedom Project.

I WILL NOT:

- ✓ Engage in behavior that is intended to shame, humiliate, belittle or degrade children and young people.
- ✓ Use inappropriate, offensive or discriminatory language when speaking with a child or young person.
- ✓ Do things of a personal nature that a child or young person can do for him/herself, such as assistance with toileting or changing clothes.
- ✓ Take children to their own home/hotel or sleep in the same room or bed as a child.
- ✓ Smack, hit or physically assault children or young people.
- ✓ Develop sexual relationships with children or young people or develop relationships that may be deemed exploitative or abusive.
- ✓ Act in a way that shows unfair and differential treatment of children and young people.
- ✓ Photograph or video a child or young person without their consent and/or their parents/guardians.
- ✓ Hold, kiss, cuddle or touch a child or young person in an inappropriate, unnecessary or culturally insensitive way.
- ✓ Use AusCam Freedom Project's computers, mobile phones, video or digital cameras inappropriately, nor use them for the purpose of exploiting or harassing children and young people. Photos of clients may not be placed on personal social media pages (ie. Facebook) without the direct permission from AusCam Freedom Project's Management.

Communication and Use of Child Images:

- ✓ AusCam Freedom Project will ensure that information or images about children are never used in a way that places children at risk, or compromises their safety or dignity.
- ✓ AusCam Freedom Project will at all times portray children in any photographs, presentations, or case studies in a respectful, appropriate and consensual way. Names will not be disclosed without the consent of the client or her parent and only if appropriate and necessary.
- ✓ A child should always be portrayed in a respectful manner and not in a vulnerable or submissive manner. Children will not be portrayed in a way that could be seen as sexually suggestive.

- ✓ Wherever possible, a child and their family will be asked for consent when using their images. When asking for consent to use the image, details should be given as to how and where this image will be used.
- ✓ Local cultural traditions should be assessed regarding restrictions for reproducing personal images.
- ✓ Images should be an honest representation of the context and the facts.

Recruitment and Reference Checking:

AusCam Freedom Project will not knowingly permit any person to be employed or engaged as a volunteer if they pose an unacceptable risk to children.

All job advertisements for **AusCam Freedom Project** will include the following message:

“AusCam Freedom Project is a child safe organisation and will ask all applicants to undergo our child safe recruitment procedures and sign our Child Protection Policy. All staff and volunteers must sign and agree to conform to the Child protection Policy and Code of Conduct as a condition of employment/engagement with the organisation.”

In addition:

- All new **AusCam Freedom Project** personnel are required to provide an appropriate current police check (criminal record check). They must include police checks for overseas countries if they have worked or lived overseas for any period longer than one year in the last ten years.
- At least two verbal reference checks with former employers / referees will be conducted. Verbal referees cannot include partners, spouse and/or other relatives. Referees will be asked about the applicant’s suitability for the role to work with children and/or to have regular unsupervised contact with children. Referees will be asked whether they hold any concerns about the applicant, or if complaints were made about the applicant, in connection with working or having contact with children.
- New personnel, including volunteers, consultants, Advisors and board members will be required to provide written disclosure regarding whether they have been charged with child exploitation offences in the past. **(Refer Appendix 1)**
- Applicants are required to provide documentation to prove their true identity.
- All Employment contracts involving **AusCam Freedom Project** outline that **AusCam Freedom Project** has the right to dismiss, suspend or transfer to other duties personnel who breach the child protection code of conduct
- The interview process for candidates at **AusCam Freedom Project** should include behaviour based interview questions that relate directly to working with children to probe the applicant’s attitude,

experience and approach to working with children relevant to the post applied for. Where appropriate, questions may be taken from the list below: for example:

- ✓ Have you worked/volunteered with children or youth in a similar position before? What did you like about it? What did you find difficult?
- ✓ How have you handled children or young people who did not want to participate in an activity?
- ✓ Do you mind being supervised?
- ✓ What motivates you/why do you want to work with children/youth in this program?

Reporting and Incident Response:

Reporting Child Abuse

Any suspicion or disclosure of child abuse must be immediately reported to the **AusCam Freedom Project Child Protection Officer – Sambath Soeurng**. In the case that the designated CPO is involved in the abuse, then the matter will be referred to the International Program Director for further discussion to determine the best person to follow up with the investigation. All incidents will be reported and managed in accordance with the **AusCam Freedom Project’s** Child Protection Incident Reporting and response Procedure. ([Refer to Appendix 4](#)).

Guidelines to responding to Child Abuse Allegations

1. **AusCam Freedom Project** takes all allegations of child abuse by **AusCam Freedom Project** personnel seriously;
2. All allegations will be thoroughly investigated; and
3. Where an incident has been reported the following procedures will be followed:
4. AusCam Freedom Project Staff who in the course of their daily work in the field with clients should notify the Child Protection Officer immediately if they receive a notification of any child abuse incident

For non-critical incident allegations

A non-critical allegation of child abuse is one which does not pose immediate risk to a child supposing the allegation was true. These incidents may well be critical in nature but the time frame for responding is not as immediate; an example is accessing child pornography.

1. The incident will be documented by completing the Child Protection reporting sheet and investigated in accordance with the **AusCam Freedom Project** Incident Reporting and Response Procedure; ([Refer to Appendix 4](#))
2. the incident will be investigated with full respect for the privacy of the accused and the alleged victim and information will be dispersed on a “need to know” basis with the primary concern being the rights and welfare of the people involved;
3. the accused person will be given an opportunity to express their views/opinions/version of facts;
4. the views of the alleged child victim will be considered in light of the documented evidence that children rarely lie about abuse; and
5. where the incident is reasonably proven to have occurred, appropriate disciplinary measures will be taken, including, but not limited to:

- Warning; and/or
- Suspension; and/or
- Dismissal.

The disciplinary measure will depend on the nature and severity of the offence and will be at the discretion of the relevant Manager and will be fully documented and reported to **AusCam Freedom Project’s Head Office**.

For critical allegations

A critical allegation is an allegation whereby there may be an immediate risk to the welfare of a child should the allegation be found true – an example is inappropriate sexual activity.

1. Where the allegation involves a violation of either the laws of the country in which the incident occurs (**Cambodia**), or the laws of **Australia** the incident will immediately be reported to appropriate authorities and the person will be suspended from employment pending an investigation;
2. All efforts will be taken to ensure the confidentiality and rights of the accused person and information related to the incident will only be shared on a “need to know basis”;
3. If the incident involves a breach of the Code of Conduct (but is not a violation of national laws), the accused person may be suspended pending an investigation;
4. where a breach of the Code of Conduct is found to have occurred, all circumstances will be considered and the appropriate action will be taken;
5. where an allegation is found to be false or unfounded, all efforts will be taken to ensure the rights of the accused person is upheld;
6. Where allegations amount to a violation of laws of **AusCam Freedom Project**, privacy will no longer be applicable unless deemed necessary to uphold the rights of the victim.
7. Where appropriate in investigations, **AusCam Freedom Project** will consider and take into account legal advice as well as advice from any responsible authorities.
8. False and malicious allegations are unacceptable and perpetrator will be subject to appropriate action.
9. Failure of an AusCam Freedom Project representative to report suspected child abuse will render them liable to criminal sanction and/or termination of employment.

Education on Child Abuse and the Child Protection Policy:

AusCam Freedom Project is committed to educating staff and others in the Child Protection Policy, in how to reduce risks and create child and youth friendly spaces and environments. We will provide child safe practices which keep children and young people safe in the organization and in their own community, and provide information about child protection to the children and young people and communities in which we work. This information will include reporting procedures if they have concerns about an AusCam Freedom Project member of staff or other representative in the organization, self-protective behaviours, grooming, safe social media and other workshops as requested by the community and beneficiaries or as identified by the CPP Officer.

All staff, volunteers and Interns will be expected to attend an annual Child Protection Training and/or refresher course to be conducted yearly by either the **International Program Director (MA Child Protection Investigation) or the Child Protection Officer (National Director of Programming)** or an external accredited Child Protection Organisations. (Friends International) The training or refresher will be conducted between September and December each year.

Topics to be covered in the training include:

1. Definitions of Abuse
2. Indicators of abuse
3. The Nature of Abuse
4. Risk Management Approach
5. Roles and Responsibilities
6. Child Protection and Case Practice (safety assessment & safety planning)
7. Risk Factors and Protective Factors
8. Worker safety
9. Local Resources & Consideration
10. Managing Disclosure & Response
11. Crisis Management Implications & Communication

All new **AusCam Freedom Project** personnel will receive:

- A Child Protection Policy induction by their **Manager and/or Human Resources Department**. The induction should include a discussion regarding the responsibility of **AusCam Freedom Project** and the individual, to build and maintain a child-safe organization, and appropriate behaviour when interacting with children or child-sensitive material.
- A copy of **AusCam Freedom Project's** Child Protection Policy and associated procedures.

Reviewing the Child and Youth Protection Policy:

AusCam Freedom Project Child & Youth Protection Policy will be reviewed every two years by the Management Team, and staff will be consulted in this process.

Appendix 1: Statutory Declaration of Criminal Record Form

Statutory Declaration of Criminal Record Form

Applicant's Name:		Role applying for:	
Have you ever been charged or convicted of any offence?		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, 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:	

Appendix 2: Confidentiality & Photography Agreement



CONFIDENTIALITY & PHOTOGRAPHY AGREEMENT

CONFIDENTIALITY:

All information regarding the identity and personal information of donors, project staff, and associated partners, including other NGO's, Government and Police, overseas project locations and financial information is considered by AusCam freedom Project to be Confidential.

I undertake that:

1. I recognise AusCam Freedom Project needs to retain and maintain significant amounts of data and information, personal and organizational, relating to itself and other parties and I also recognise its obligation to maintain the confidentiality of such information.
2. During and after my involvement with AusCam Freedom Project, I may become privy to information relating, for example, to AusCam Freedom Project's finance, personnel, projects, plans or problems. I undertake to keep AusCam Freedom Project's information, disclosed to me or discovered by me, in strictest confidence and will not disclose or use it, beyond what is normal and necessary in the conduct of my relationship with AusCam Freedom Project, without AusCam Freedom Project's agreement.
3. In the event that I become aware of Third Party information, relating to the involvement or engagement of other organizations or individuals with AusCam Freedom Project, I undertake to maintain the confidentiality of that information and will not make, or seek to make, any use of such material without specific permission from AusCam Freedom Project.
4. If I wish to write about AusCam Freedom Project for publication, lecture about its activities or impact or engage in similar such activities, I will seek specific agreement from AusCam Freedom Project, which will normally be provided in writing by an authorized member of AusCam Freedom Project staff. Disclosure required by law remains unrestricted.

PHOTOGRAPHY:

1. I will not take photos without prior agreement of authorized AusCam Freedom Project staff.

2. The agreement of those I propose to photograph or record will be sought.
3. My photography and video taking will be limited to the level necessary to provide adequate mementos of my visit.
4. I will respect the dignity of persons photographed in my own behaviour and in my photographs or recordings.
5. I will not take or attempt to take photos which can be deemed intrusive or insensitive, such as photos of people bathing or in distress.
6. I will at no time make recordings or images which may be construed as sexually suggestive.
7. I will not use images for public (including blog) or commercial purposes without AusCam Freedom Project's express permission.
8. I will ensure that my images honestly represent the facts and context.
9. In using AusCam Freedom Project's related information on social media, I acknowledge the need to protect the privacy of AusCam Freedom Project's related individuals. I will not publicize AusCam Freedom Project's address.
10. I will ensure file labels do not reveal identifying information about a child when sending images electronically.

I have read, understood and undertake to comply with the above requirements.

SIGNED by: Dated:

IN THE PRESENCE OF:

Witness Signature:

Appendix 3: Child Protection Code of Conduct



CHILD PROTECTION CODE OF CONDUCT

I, _____, engaged by AusCam Freedom Project in the capacity of _____, Agree that while involved with AusCam Freedom Project in any manner and at any time, I will:

- 1.1. Treat all children with respect regardless of distinguishing factors such as age, race, religion, sexuality, disability or other status.
- 1.2. Not behave towards them in any manner, physical or verbal, which is or can be construed as inappropriate, harassing, abusive, provocative or demeaning.
- 1.3. Not engage children in any form of sexual activity or acts, including paying for sexual services or acts, where under relevant legislation the child is below the age of consent or the act(s) constitute an offence.
- 1.4. Wherever possible, ensure that another adult is present when working in the proximity of children
- 1.5. Not invite unaccompanied children into my home, unless they are at immediate risk.
- 1.6. Will take seriously any complaint of child abuse, from whatever source, and will report any known breach of this code or of the Child Protection Policy, or any concerns relating to the safety of the children to AusCam Freedom Project.
- 1.7. Use any communications or recording technology or social media inappropriately, and never to exploit, harass or put children at risk, or to access child pornography via any medium or from any source.
- 1.8. Not employ physical punishment as a disciplinary tool.
- 1.9. Not employ children for domestic or other work inappropriate to their age or developmental stage or which interferes with access to education or recreation or which places them at risk of injury.
- 1.10. Comply with all relevant law.
- 1.11. Report concerns or allegations of child abuse as swiftly as possible and as set down in relevant procedures.
- 1.12. Ensure that adults or personnel who are not permanent approved staff must have regular AusCam Freedom Project staff present when in contact with children and young people and cannot take children and young people out of AusCam Freedom Project facilities without staff presence.
- 1.13. Immediately disclose all charges, convictions and other outcomes of an offense that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with AusCam Freedom Project.

2. I recognize that failure to comply with the above stipulations renders me liable to sanctions from AusCam Freedom Project and under relevant law.

SIGNED by: Dated:

IN THE PRESENCE OF:(AusCam Freedom Project Management Representative)

Witness Signature:

Appendix 4: Child Protection Incident Reporting Sheet



CHILD PROTECTION INCIDENT REPORTING SHEET

Please fill out as many sections as possible with as much detail as you can. This form is confidential.

Location:
Your name:
Your position:
Child's name:
Age/date of birth:
Child's address (if known):
Name of Parents/guardians/carers and addresses (if known):
Date and time of incident:
Member of staff involved in incident (if any):
Place where incident occurred:
Your observations:
Details of Concern/ Suspicion/ Incident: Describe what happened: time, dates, names of person(s) involved, behaviour or physical signs observed, any other details:

Details of any conversation with the child:	
Action taken so far (if any):	
External agencies contacted (date and time)	
Police Yes/no	If yes – which station: Name and contact number: Details of advice received:
Social services Yes/no	If yes – which one: Name and contact number: Details of advice received:
AusCam Freedom Project's child protection officer or child focal point person/manager:	Name and contact number: Details of advice received:
Local authority:	If yes – which authority: Name and contact number: Details of advice received:
Other:	Which organisation: Name and contact number: Details of advice received:
Signature: Print name: Date:	

AusCam Freedom Project Employment Contract

Job Title:	National Director of Programming – Cambodia (NDP)
Direct Report	International Program Director – (Australia) (IPD)
Indirect Report	Executive Board – (Australia)
Direct Relationship	National Director of Operations (Cambodia) (NDO)
Direct Reports	All Girls Education Program (GEP) Staff and Interns and Volunteers
Position Location:	Phnom Penh, Cambodia House #21B Street 460, Toul Tom Pong 1
Last updated:	May 2017

Position Summary: As a member of the Executive Team and reporting directly to the International Program Director, the National Director of Programming will lead the implementation of AusCam Freedom Projects strategic plan in Cambodia. The NDP will lead the development and implementation of high quality, innovative and holistic Education & Psychosocial Programs in Cambodia to support and meet the needs of impoverished adolescent girls to break the cycle of poverty and exploitation.

Organisational identity: AusCam Freedom Project (AFP) was founded on the 18th January, 2012 as an Incorporated Association and non-profit organisation in the state of NSW (Inc9896607) Australia. AFP officially became a registered Charity and Public Benevolent Institution with the Australian Charities and Not for Profits Commission on the 29th January, 2013 (44 501 205 715). AFP operates in Cambodia as an INGO with a memorandum of Understanding with the Ministry of Foreign Affairs and International Cooperation and Partnerships Agreements with the Ministry of Education.

Vision

AusCam Freedom Project envisages a society:

- ❖ Where young women have opportunity, choices and freedom to fulfill their dreams and aspirations.
- ❖ Where young women feel empowered, valued and supported.

Mission

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Values

- Participation – through accessibility, inclusiveness, equity
- Relationships – that are respectful, non-judgmental, authentic, belonging, generosity
- Excellence – continuous improvement, good governance, integrity, sustainability
- Justice – ensuring equitable gains for adolescent girls in health, educational and legal systems and recognizing that disparity exists among girls, therefore we serve those girls with the highest needs and who have limited access to opportunity.
- Innovation – We employ creative and critical thought to develop new solutions and approaches to achieve our mission.

Key position responsibilities:

Major Responsibility 1: Program Development

- Oversee the delivery, monitoring and evaluation of existing services, and lead the development, implementation and evaluation of new, quality services and programs that reflect AusCam Freedom Projects values, goals and strategic objectives;
- Ensure a consultative approach with staff, beneficiaries and other stakeholders is employed in all programming, evaluations and reviews;
- Get up-to-date research and trends in the sector that AFP is working in and adapt the strategic planning of the programs to ensure AFP's right direction and responding to the needs of beneficiaries;
- In response to monitoring and risks management, identify strategies to improve program quality and sustainability.

Major Responsibility 2: Planning and Reporting

- In consultation with the International Program Director, develop the strategic direction for AFP in Cambodia, ensuring consistency with AFP goals, values and strategic objectives;
- Evaluate and report against strategic and operational plans ensuring reports are delivered on time to the IPD& Executive Board Monthly/Quarterly and annual report.
- Responsible for all reporting and in cooperation with the NDO relationship management of key Government Partners as well as other donor and partner organizations.

Major Responsibility 3: Leadership

- Provide leadership and management oversight of all GEP personnel in Cambodia through the provision of dynamic management, supervision and direction to develop and strengthen the capacity of the national staff;
- Create an environment that promotes self-efficacy, motivation and passion for a high quality service delivery;

- Develop, drive and build the teams capability and ensure accountability through appropriate performance management;
- Ensure the effective coordination of work across all programs;
- Ensure employees receive an effective program induction and ongoing training to maintain a high level of awareness and consistency of practice;
- Model a high standard of professionalism and integrity;
- Conduct mentoring, training and encouragement of all GEP personnel and provide regular team supervision to support and facilitate discussion for problem solving, and strengthen staff capacity;
- Oversee regular case conferences and support the NDO with regular operational team meetings;
- Reinforce good communication, trust and team work as an essential component of effective program operations;

Major Responsibility 4: Program Management

- Serve as the key person in implementing AFP's Child Protection Policy and responding to Child Protection issues in AFP Cambodia;
- Ensure the safety and confidentiality of all client information according to AFP's policies; Client files are updated regularly and on time and are securely stored
- Oversee the development of case stories and program updates to be given to the Communications & Marketing Coordinator for donor presentations and marketing purpose;
- Respond and take responsibility for making timely decisions about day to day running of the GEP program;
- Oversee, identify, and evaluate risks that affect program implementation;
- Prepare policies and mechanisms to mitigate or reduce identified risks;
- Oversee the development of all forms, policies and procedures as they relate to the GEP. I.e. Case Management; Best Practice standards and Principles ensuring Theoretical and Empirical knowledge;
- Oversee and ensure a risk management framework underpins the work of the Social Work Team to protect staff as well as our beneficiaries;
- Identify any ongoing requirements with government agencies (i.e.: MoSVY, MoEYS) that might affect AFP's program implementation.

Major Responsibility 5: Human Resources & Financial Management

- Support NDO to resolve internal personnel conflict and other human resource management matters as requested;
- Support NDO in reviewing, adapting, and overseeing all human resources systems including process related to hiring/firing, training, supervision and evaluation of personnel;
- Determine staffing requirements for GEP and ensure adequate human resources capacity;
- Approve expenditures within the authority as determined by financial Policies;

- Assist in administering the funds according to the approved budget;
- Develop annual budget for GEP programs in consultation with the NDO, IPD and Executive Board.

Major Responsibility 5: **Relationships**

- Foster and develop collaborative and productive relationships across the Organisation;
- Build and maintain effective working relationships with external stakeholders, including relevant agencies and authorities, and current and potential donors;
- Responsible for developing key partnerships in both NGO sector and related Government institutions in Cambodia to learn about, mobilize resources, share best practices or advocate for the success of the program;
- Advocate about child and youth rights (with a particular focus on adolescent girls) with other government officials, Schools and NGOs partners/networks;
- Represent AusCam Freedom Project at relevant forums (e.g. Chab Dai, Government forums, partner NGO's);
- Communicate AusCam's mission clearly and passionately;
- Any other duties as required

Key Selection Criteria:

Education:

- ❖ University degree in Social Work, Psychology, International Development, Education Management, or another field of study related to the field of scope

Required Experience

- ❖ Minimum 4 years' experience in the management of related services (Human Services/International development, human trafficking/young women advocacy context) with the emphasis on leadership, financial management and compliance requirements

Knowledge & Skills

- ❖ Demonstrated capabilities in strategic visioning and leadership to take AusCam through a new phase of growth and development
- ❖ Demonstrated experience in the development of organizational business and strategic plans, operational policies and procedures
- ❖ Demonstrated skills in project management and evaluation including; budgeting and financial management
- ❖ Significant experience to network, liaise, manage and enhance partnerships with key stakeholders in particular governments and the local community
- ❖ Excellent written and spoken communications skills in both Khmer and English language
- ❖ Good organizational/time management skills
- ❖ Excellent problem solving skills

- ❖ Excellent planner and strategic thinker
- ❖ Excellent risk management skills
- ❖ Excellent negotiation and relationship management skills
- ❖ Flexible and motivated
- ❖ Work independently
- ❖ Honest steward in resource management
- ❖ Computer skills (Word, Excel, Email, Skype)

Personal Attributes:

- ❖ Passionate and committed to Social Justice
- ❖ Self-motivation, a strong work ethic and enthusiasm for change
- ❖ Strategic thinker & Solution seeking (sees problems as opportunities);
- ❖ Results Focused
- ❖ Able to inspire, lead, coach and manage a team
- ❖ A positive, communicative personality that engenders confidence in others
- ❖ Committed to a positive approach to equality of opportunity and community engagement
- ❖ A supportive and open line-manager and colleague
- ❖ Commitment to life-long learning
- ❖ High level of integrity
- ❖ Resonates with AFP's Mission and Core Values

Terms of Employment:

Period of Employment:

Full-Time 40 Hours Per Week

Term of Contract:

Commencement Date:

Salary & Benefits:

Required notice by the Employee:

Should the employee choose to terminate his/her employment with AusCam Freedom Project at any point during this annual contract, it is required that the employee provides written notice at least two (1) months prior to the termination date.

Termination of Employment:

Should AusCam Freedom Project choose to terminate the employee, AusCam Freedom Project shall provide one month's severance including salary and benefits. AusCam reserves the right to effect immediate employment termination in situations where there is 'just cause' such as but not limited to issues of security compliance, intentional disobedience, dishonesty, fraud, embezzlement, forgery, conflict of interest, including the acceptance of bribes or commissions in any form, or use of drugs and alcohol that interferes with your job performance. AusCam also is able to terminate your employment subject to ongoing below expected levels of performance of duties, to gross neglect of duty, and in the failure to perform duties as outlined in the job description. Upon termination of your employment, you agree to

return to AusCam Freedom Project in a timely manner all property, records, keys and intangibles belonging to the organization.

Confidentiality of Information:

As **AusCam Freedom Project** holds confidentiality of high value, you will be required to sign our Confidentiality Agreement upon commencement of your contract. During the course of employment you will be exposed to confidential information specific to the operation of AusCam Freedom Project and our partner agencies in Cambodia and Australia. You must only use such information in the proper way, for the carrying out of your duties and in the interests of our organization and partner agencies. You should also use your best endeavours to prevent the unauthorized use or disclosure of such information by third parties. You are required to demonstrate discretion and respect in all situations. You are required to read, agree, adhere and sign our Confidentiality Agreement Policy.

Alignment to AusCam Freedom Project's Values:

It is imperative that all staff members recognize that our core values underpin our organisation. This agreement shall be governed in accordance with the existing laws of Cambodia. In the case of controversy, claims or disputes arising from the agreement both parties agree to try in good faith to achieve reconciliation.

Child Protection:

As we work closely with at- risk- young women, you are required to read, agree, adhere to and sign our Child and Youth Protection Policy. **AusCam Freedom Project** will not knowingly permit any person to be employed or engaged as a volunteer if they pose an unacceptable risk to children. The Child Protection Policy attached and the associated forms form part of this Job Description.

Appendix 1. Statutory Declaration & Criminal record Form

Appendix 2. Confidentiality & Photography Agreement

Appendix 3. Code of Conduct

All Employment contracts involving **AusCam Freedom Project** outline that **AusCam Freedom Project** has the right to dismiss, suspend or transfer to other duties personnel who breach the child protection code of conduct.

The employee's signature below is to acknowledge understanding and acceptance of the terms and conditions of employment outlined in this employment contract.

Signed:

Date:

XXXXXXXXXXXXXXXXXXXXXXX

Approved:

Position: _____

AusCam Freedom Project



Organisational Child Protection Risk Register

Identify and manage the risks and dangers to children in your programs and activities

Risk Register Owner	Sambath Soeurng
Approved By	Julie Dowse
Issue Date	June 8 th , 2017
Review Date	June 8 th , 2018

Child protection risk management is child abuse prevention. You need to identify potential risks and ways children can be harmed in your organisation. Only by identifying risks can you develop strategies to minimise and prevent child abuse.

Risk means the potential for something to go wrong. Risk management means identifying the potential for an accident or incident to occur and taking steps to reduce the possibility of it occurring.

Activity Type	Risks to Children	Protocols/procedures to reduce risks to children	Who will be responsible for strategies/action taken? By when?
<i>Environment during conducting activities with children</i>	There can flooding that affect children's health or risk of harm by electricity	<ul style="list-style-type: none"> Educate the children on how to protect themselves from infectious diseases caused by surrounding environment Educate the children on how to protect themselves from electricity shock Use cautious signs at the places that can cause potential harm 	<i>The Child Protection Officer is responsible to oversee all possible risks on the register in addition to other responsible staff</i>
<i>Engaging children in events/workshop/activities</i>	Child might be discriminated, intimidated or hurt by peers or other children	<ul style="list-style-type: none"> Educate all children about code of conduct and good team work and good behaviour Create ground rules that include non-discrimination behaviour, participatory behaviour, and mutual respect 	<i>All project Staff</i>
<i>Engaging children in events/workshop/activities</i>	child might have accident or health issues, e.g. headache, diarrhoea, car sickness, have their period	<ul style="list-style-type: none"> First aid box with updated materials are in place Responsible adults are trained on First Aid Refer the child to nearest hospital in the case of emergency Conduct pre-assessment with all children's health to understand their health situation 	<i>SHE Project Coordinator Education Outreach Officers GEM Mentor School Counselor</i>
<i>Transporting the children to join community centre training/activities on private taxi</i>	Children can be abducted or involved in an unexpected traffic accident	<ul style="list-style-type: none"> Responsible adult needs to clearly communicate with each girls to inform about location and time of picking up, taxi driver name, appearance or other identifying information Prepare partnership agreement with private taxi drivers/company with specific terms abiding to child protection policy 	<i>SHE Project Coordinator Education Outreach Officers GEM Mentor School Counselor</i>

		<ul style="list-style-type: none"> Remind all staff to prepare contacts for emergency such as ambulance or related authorities 	
<i>Outing and Exposure trips</i>	Parents or related authority didn't give consents, Parents blame or hurt the child	<ul style="list-style-type: none"> Send consent letter to parents and school director and take it with parents' or school signature back before the outing/trip starts Send letter to Office Education and Department of Education if the outing/trip doesn't happens on holiday from child's study 	<i>SHE Project Coordinator Education Outreach Officers GEM Mentor School Counselor</i>
<i>Outings and Exposure trips</i>	Children left alone with an adult and may come to harm	<ul style="list-style-type: none"> More than one adult should accompany children No one adult should be left responsible to supervise children on outings Adequate recruitment and selection processes of paid employees and volunteers Provide correct instruction to all those taking children on outings and exposure trips 	<i>SHE Project Coordinator Education Outreach Officers GEM Mentor School Counselor</i>
<i>Visitors/members of the public may be attending our community centre or schools where children are present</i>	Child may be left in a room on their own	<ul style="list-style-type: none"> Ensure processes are in place to prevent visitors from being alone with any child Ask visitors to sign to abide by the child protection policy Educate staff about potential risks to children on the premises and their responsibilities for care and reporting 	<i>Child Protection officer SHE Project Coordinator Education Outreach Officers GEM Mentor School Counselor</i>
Swimming and sporting lessons	Children required to change clothes where change rooms are unsupervised and open to the public	<ul style="list-style-type: none"> Educate children to stay in a group and avoid speaking to strangers in the change room Staff should always supervise children in open spaces 	<i>SHE Project Coordinator Education Outreach Officers GEM Mentor School Counselor</i>
Supervising a large group of children	Responsible adult may resort to violence/physical force, abusive, shaming, humiliating or other harmful discipline methods to control group Client may wander off on their own/get lost or run away	<ul style="list-style-type: none"> Educate responsible adults in positive discipline strategies Split large groups into more manageable sizes Educate children about their rights and acceptable disciplinary methods Work with children to brainstorm and then implement methods of discipline that are not abusive 	<i>SHE Project Coordinator Education Outreach Officers GEM Mentor School Counselor</i>

		<ul style="list-style-type: none"> • Have a child friendly reporting system, eg. a letterbox that children can put suggestions/complaints into (either in words or in the form of a drawing). 	
Children sometimes walk home or ride their bicycles from community centre activities late in the afternoon which can be dark in winter	Child may be abducted or lured to a risky situation	<ul style="list-style-type: none"> • The community will be consulted to determine appropriate strategies to ensure children do not walk/ride home in the dark/night unaccompanied by an adult. • Timing of activities will be reviewed and adjusted • Staff who organise the activity must arrange for safe transportation. 	<i>SHE Project Coordinator Education Outreach Officers GEM Mentor School Counselor</i>

