

TITLE	Cabrini Outreach International Development Safeguarding of Children Policy
TARGET AUDIENCE	All staff, Volunteers, Partners, Associates and Key Stakeholders
SCOPE	All international services delivered by or in partnership with Cabrini Outreach

PREAMBLE

We acknowledge our duty of care to ensure the safety of children involved in and impacted by our services. Cabrini's Child Safe Organisational Framework details our commitment to the safety and best interests of all children accessing our services and programs or otherwise involved in Cabrini's services operating in Australia. This policy details our commitment to protecting children impacted by our work in international development.

Child abuse is a global problem that affects girls and boys. It is deeply rooted in cultural, economic and social practice. Children living in extreme poverty, children with disabilities, children from minority groups, children living in residential care, children living in emergency or conflict situations, children on the move are often at a higher risk than others.

In the international setting, we work with some of the most vulnerable of the world's children. The nature of our work may make us potentially at risk of being targeted by people seeking access to vulnerable children.

The United Nations Convention on the Rights of the Child is the universal foundation for child protection. This document interprets the convention with respect to Cabrini Outreach's international development program and commits us to work in a manner that is in the best interest of children.

DEFINITIONS

Children	Young people up to the age of 18 years
Child Abuse	Includes physical, sexual or emotional maltreatment, neglect or exploitation. The abuse may be inflicted by men or women (including professionals and other adults working with children in a position of trust) or by other young people.
Child Protection	Term used to describe the responsibilities and activities undertaken to prevent or stop children being abused or maltreated
Duty of Care	Is a common law concept that refers to the responsibility of the organisation to provide children with an adequate level of protection against harm. It is the duty of the organisation to protect children from all reasonably foreseeable risk of injury.
Personnel	Full time, part time or casual employees, volunteers and contractors.
Partners	Organisations with whom Cabrini Outreach has a Partnership Agreement who deliver services that may be accessed by children.
Associates	Visitors to overseas programs including media and supporters (for example, donors, sponsors, advocates, Board members and ambassadors).

POLICY

The protection of children is the responsibility of all personnel, partners and associates of Cabrini Outreach. Any form of child abuse is unacceptable and will not be tolerated. We take seriously our duty of care to take all reasonable steps to ensure children are safe from harm, including children accessing programs managed by our international health partners.

Personal Responsibility

All Cabrini Outreach personnel and associates are responsible for maintaining a professional role with children by establishing and maintaining clear professional boundaries that serve to protect everyone from misunderstandings or a violation of the personal relationship. This involves:

- Conducting oneself in a manner consistent with Cabrini's values;
- Complying with Cabrini Outreach Code of Conduct;
- Providing a welcoming, inclusive and safe environment for all children;
- Respecting children and treating them equally regardless of gender, race, religious or political beliefs, age, physical or mental health, sexual orientation, family, social background, culture, economic status or criminal background;
- Taking responsibility not to place oneself in positions where there is a risk of allegations being made;
- Being a positive role model for children;
- Reporting any concerns of child abuse or breach of this policy according to the guidelines outlined below;
- Complying with all relevant Australian and overseas child protection legislation.

Organisational Responsibility

In the course of their work, all Cabrini Outreach personnel will proactively assess and manage risks to children in relation to:

- Program planning, design and evaluation;
- Program appraisal and selection;
- Use of images and personal information for fundraising and promotion purposes;
- Recruitment and training of personnel, engagement with associates and establishment of partnerships.

When working with international partners, Cabrini Outreach personnel will:

- Consult with partners, the community and authorities to understand how the principles translate in their cultural context, mindful of the different understandings of what constitutes abuse, of the developmental needs and stages of children, of child rights, of the role of children and how to interact with children;
- Embed a commitment to the principles of the UN Convention on the Rights of the Child, including developing a Safe Guarding of Children Policy, in all Partnership Agreements;
- Require information on risks to children and how they are being minimised/mitigated in grant application documentation;
- Review performance against child protection standards as part of the annual assessment and grant acquittal visit.

IMPLEMENTATION

The following processes assist us to minimise the risks of harm to children:

- Requirement for all Cabrini Outreach personnel and associates to have a current Working with Children Certificate (see Cabrini Outreach Recruitment and Ongoing Employment Policy);
- Requirement for completion of ACFID Child Protection in International Development eLearning module for Cabrini Outreach personnel participating in international programs on appointment and at a minimum every three years (see Cabrini Outreach Mandatory Training Requirements);
- Requirement for all Cabrini Outreach personnel and associates to sign an acknowledgement to act in compliance with the Code of Conduct (see Cabrini Outreach Code of Conduct);
- Requirement to monitor and evaluate risks at all stages of programs and services that involve children either directly or indirectly (see Cabrini Outreach Planning, Monitoring, Evaluation and Learning (PMEL) Framework);
- Requirement to review child safeguarding practices as part of the annual partner assessment visit (see Cabrini Outreach Monitoring Visit Guidelines);
- Requirement to be mindful of how images of children are obtained and used (see Guidelines for Obtaining and Using Images);
- Requirement to be mindful of how personal information about children is used (see Cabrini Foundation Fundraising and Donor Policy);
- Requirement to prevent direct access to and communication with children in child sponsorship relationships (see Cabrini Ministries Child Sponsorship Program Guidelines);
- Regular reviews of compliance with this policy document.

RESPONDING TO AND REPORTING CHILD PROTECTION CONCERNS

It is mandatory for all Cabrini Outreach personnel and associates to report any witnessed, suspected or alleged incidents of child exploitation or abuse or any breach of the Child Safeguarding Policy and/or Code of Conduct. These concerns may relate to a child or a staff member involved in the organisation or a concern about a child or person/s outside of the Cabrini Outreach's programs.

Who should report?

All Cabrini Outreach staff and associates including people in the community and partner organisations.

What should be reported?

- Any disclosure, concern or allegation from a child, community member, staff or associate regarding the safety, abuse or exploitation of a child (this includes actual, suspected, or risk of abuse or harm to a child)
- Any observation or concerning behaviour exhibited by a Cabrini Outreach staff, volunteer or other associate that breaches the Cabrini Outreach Child Safeguarding Policy and/or Cabrini Outreach Code of Conduct.

When to report?

Child abuse concerns should be raised immediately.

Who to report to?

- Overseas: Child abuse reports should be made to the line manager or Country Representative. If this is not possible, reports can be made directly to the General Manager Cabrini Outreach.
- In Australia: Child abuse reports should be made to the General Manager Cabrini Outreach or the Group Director Mission and Cabrini Outreach.

Contact details:

Tom Roth

General Manager Cabrini Outreach
Phone: +61 448 267 559 (mobile) or +61 9508 1222 (Cabrini switchboard)

Cath Garner
Group Director Mission and Cabrini Outreach
Phone: +61 412 638 152 (mobile) or +61 9508 1222 (Cabrini switchboard)

How should it be reported?

Verbally and by completing a Cabrini Outreach Incident Report and forwarding to the Country Representative and General Manager Cabrini Outreach for international programs and the General Manager Cabrini Outreach for Australian-based programs.

What will happen next?

The Group Director Mission and Cabrini Outreach and/or Country Representative in consultation the General Manager Cabrini Outreach will discuss the allegations and then decide upon the next step. This will involve one or more of the following:

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

Confidentiality

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

Disciplinary action

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

- Have failed to report a child protection concern;
- Have intentionally made a false allegation;
- Have made a serious breach of the Child Safeguarding Policy and/or Code of Conduct (minor breaches may result in action such as refresher training or increased supervision)

Disciplinary action may include the following sanctions:

- Cabrini Outreach personnel – disciplinary action/dismissal
- Cabrini Outreach associates – up to and including termination of all relations including contractual and partnership agreements with Cabrini Outreach
- Where relevant – reporting to authorities

Responding to disclosure by a child

- If a child discloses abuse, whatever the outcome, the child must be taken seriously;
- When a child/young person tells you that he or she has been abused, they may be feeling scared, guilty, ashamed, angry and powerless. You, in turn, may feel a sense of outrage, disgust,

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

- When a child or young person's discloses they are being harmed you can show your care and concern for the child/young person by:
 - Listening carefully;
 - Telling the child/young person you believe him or her
 - Telling the child/young person it is not their fault and he/she is not responsible for the abuse;
 - Telling the child/young person you are pleased he/she told you.
- You will not be helping the child/young person if you:
 - Make promises you cannot keep, such as promising that you will not tell anyone;
 - Push the child/young person into giving details of the abuse. Your role is to listen to what the child/young person wants to tell you and not to conduct an investigation (beware of asking any leading questions as this may prejudice any subsequent investigation);
 - Indiscriminately discuss the circumstances of the child/young person with others not directly involved.

PRINCIPLES THAT UNDERPIN THE INVESTIGATION PROCESS

- The child's safety must be assessed and the child removed from harm/risk of harm.
- The person who has lodged the complaint will be provided with support.
- Where the complaint is about the actions of a specific person, the person will be notified that a complaint has been received and will be offered support.
- The complaint and investigation process will be kept confidential.
- For non-serious allegations, the findings and recommendations will be reviewed the Chief Executive, Cabrini Australia Limited.
- For serious allegations:
 - The person will be placed on leave while the investigation process is underway;
 - Notification of the appropriate authorities will be undertaken in compliance with local legislation (see below) and international standards;
 - The Cabrini Australia Chief Executive and Board Chair will be notified;
 - A panel will be assembled to review the findings and recommendations of the investigation;
 - The recommendations will be approved and implemented by the Chief Executive, Cabrini Australia Limited.

Mandatory Notification Requirements in Australia

- Throughout Australia
Suspicion on reasonable grounds of any assault or sexual assault , serious psychological harm or serious neglect.
- Victoria
 - Belief on reasonable grounds that a child has suffered or is likely to suffer significant harm as a result of physical injury or sexual abuse and the child's parents have not protected, or are unlikely to protect, the child from harm of that type
 - A reasonable belief that a sexual offence has been committed in Victoria against a child under the age of 16 years by another person of or over the age of 18 years must be disclosed to a police officer as soon as it is practicable to do so.
- Queensland
 - Reasonable suspicion of detrimental effects on the child's body or the child's psychological or emotional state that are evident to the person or that the person considers are likely to become evident in the future.

- A reasonable suspicion that a child in care has suffered, is suffering, or is at an unacceptable risk of suffering, significant harm caused by physical or sexual abuse.
- Northern Territory
 - Any significant detrimental effect caused by any act, omission or circumstance on the physical, psychological or emotional wellbeing or development of the child
 - A reasonable belief that a child aged 14 or 15 years has been or is likely to be a victim of a sexual offence and the age difference between the child and offender is greater than 2 years

EVALUATION

An annual internal audit will be undertaken to monitor the implementation of this policy.

REFERENCES AND ASSOCIATED DOCUMENTS

To be read in conjunction with the following documents:

Cabrini Foundation Fundraising and Donor Policy
 Cabrini Outreach Code of Conduct
 Cabrini Outreach Recruitment and Ongoing Employment Policy
 Cabrini Outreach Mandatory Training Requirements
 Cabrini Outreach Planning, Monitoring, Evaluation and Learning (PMEL) Framework
 Cabrini Outreach Monitoring Visit Guidelines
 Cabrini Outreach Guidelines for Obtaining and Using Images
 Cabrini Ministries Child Sponsorship Program Guidelines

LEGISLATION, STANDARDS AND REFERENCES

United Nations Convention of the Rights of Children
 ACFID Code of Conduct
 Australian Institute of Family Studies Mandatory Reporting of Child Abuse and Neglect

Executive Sponsor	Group Director Mission and Cabrini Outreach	
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