



Motivation Australia child protection policy

Motivation Australia is a disability and development organisation that works with partners in the Pacific Region to enable people to stay healthy and access assistive technology from local services through trained personnel.

Our vision is of a world where everyone's right to inclusion and participation is realised.

1. Statement of Motivation Australia's commitment to child protection

Motivation Australia (MA) is committed to the safety and well-being of all children. MA considers all forms of abuse or exploitation of children unacceptable in all situations. MA will not tolerate abuse, sexual abuse, exploitation or sexual exploitation of children within its programmes by our personnel, our representatives or our partner organisations.

Children have the right to survival, development, protection and participation as stated in the United Nations Convention on the Rights of the Child (UNCRC, Appendix 1).

MA takes its responsibility to protect children seriously and will aim at all times to provide the safest possible programmes and environments for children; appropriately identify and manage risks, and; appropriately respond to incidents that are in breach of this policy with zero tolerance of inaction.

2. The purpose of the child protection policy

MA's Child Protection Policy aims to protect children by outlining systems and mechanisms for awareness raising, prevention, reporting and responding to child protection issues.

MA's Child Protection Policy aims to:

- Demonstrate our organisation's commitment to protect children from harm, abuse, sexual abuse, exploitation or sexual exploitation.
- Ensure all MA personnel, MA representatives and partner organisations about the safety and welfare of children and our joint responsibility to create a child safe and child friendly culture, where everyone is committed to keeping children safe.
- Ensure procedures are in place to prevent and manage actions and/or behaviour of staff, partners, consultants and volunteers that result in violence against a child.
- Build an open and aware environment where concerns for the safety and well-being of a child can be raised and managed in a fair and just manner, which protects the rights of all.
- Provide guidance on how to respond to concerns and allegations relating to the safety and welfare of children including reporting child abuse, sexual abuse, exploitation or sexual exploitation and policy non-compliance.
- Ensure that MA adheres to Australian and international child protection criminal laws protecting children.
- Demonstrate our commitment to the ACFID Code of Conduct and the Australian Government Department of Foreign Affairs and Trade's Child Protection Policy 2017 and the Preventing Sexual Exploitation, Abuse and Harassment Policy 2019.

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3. Guiding principles

- 3.1 Zero tolerance of child harm, abuse or exploitation:** MA will not tolerate abuse, sexual abuse, exploitation or sexual exploitation of children within our programmes by our personnel, representatives, sub-contractors or partner organisations. Abuse, sexual abuse, exploitation or sexual exploitation of children will attract disciplinary action in accordance with disciplinary procedures and contractual agreements. A referral may be made to statutory authorities for criminal investigation.
- 3.2 Assess and manage child protection risk and impact:** While it is not possible to eliminate all risks of abuse, sexual abuse, exploitation or sexual exploitation of children, MA will identify and mitigate or manage the risks to children that may be associated with our programmes.
- 3.3 Recognition of the needs of children, particularly children with a disability, to feel safe:** MA recognises in working and coming into contact with children that our personnel, representatives and partner organisations are placing themselves in a position of trust. Motivation also recognises that children, in particular children with a disability, are vulnerable and require protection from abuse, sexual abuse, exploitation or sexual exploitation.
- 3.4 Recognition of unintentional harm:** MA recognises that unintentional harm such as emotional stress or physical injury to a child may occur during the provision of rehabilitation and assistive technology services. MA will work to support safe practise by our partner services and train personnel to recognise and respond appropriately to unintentional harm.

4. Motivation Australia's responsibility for child protection

4.1 Global context of child protection

Abuse, sexual abuse, exploitation or sexual exploitation of children is a global problem that affects both girls and boys. Some children are more vulnerable than others. Children with disabilities, children separated from their parents, children living in extreme poverty, very young children or children in humanitarian emergency situations are at a higher risk. Children are particularly vulnerable in countries where there are limited legal protections or limited social services and/or police response.

While most abuse, sexual abuse, exploitation or sexual exploitation of children occurs within families and communities, it can also occur in organisations that provide children and their families with services or supports. When child abuse or exploitation occurs within organisations, it is usually facilitated through the result of poor conditions; bad work practices or; negligent management.

MA recognises that child sex offenders seek organisations with inadequate child protection policies and procedures, and may seek to work overseas in developing countries and development programmes where child protection laws and law enforcement is weak and where children and their families are vulnerable to exploitation.

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4.2 Context of Motivation Australia's work

While children are not always the central focus of our projects, MA works with and comes into contact with children in a number of ways, including:

As direct beneficiaries of our projects: As clients accessing our partner's services (such as a mobility device service); as client models during MA training or mentoring clinics (such as children's wheelchair clinics); as clients being interviewed as part of our monitoring and evaluation activities or research.

As relatives of other people accessing our projects: Attending appointments with their parents, carers or other family members; being present during home or community visits focused on other members of their family (including monitoring and evaluation activities or research).

5. Definitions

For the purpose of this policy, the following terms are defined as stated.

Child:	Any person below the age of eighteen years as defined by the UNCRC.
Child protection:	The term used to describe the responsibilities and activities (safeguards) undertaken to prevent harm, abuse or exploitation.
Child abuse:	Includes physical, sexual, emotional, neglect, bullying, child labour and family violence. Abuse can be inflicted on a child by both men and women, as well as by young people themselves and in some cases; professionals and other adults working with children in a position of trust to abuse children. Child abuse may be a deliberate act or it may be failing to act to prevent harm.
Child Sexual Abuse	When a child is used by another child, adolescent or adult for his or her own sexual stimulation or gratification. Sexual abuse involves contact and non-contact activities which encompasses all forms of sexual activity involving children, including exposing a child to online child sexual exploitation material, or taking sexually exploitative images of children.
Child exploitation:	Child exploitation includes: Abuse of a child where some form of remuneration is involved or whereby the perpetrators benefit in some way; Committing or coercing another person to commit an act or acts of abuse against a child; Possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material; Committing or coercing another person to commit an act or acts of grooming or online grooming; Using a minor for profit, labour, sexual gratification, or some other personal or financial advantage.
Neglect:	Is the persistent failure or the deliberate denial to provide the child with clean water, food, shelter, sanitation or supervision or care to the extent that the child's health and development are placed at risk.
Harm:	Any detrimental effect on a child's physical, psychological or emotional wellbeing. Harm may be caused by financial, physical or emotional abuse, neglect and/or sexual abuse or exploitation. Harm may be intentional or an unintentional consequence of our action or inaction.

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Duty of care:	A concept that refers to the responsibility of MA to provide children with an adequate level of protection against harm, and to protect children from all reasonably foreseeable risk of injury.
Child safeguards:	The measures that MA and our partners put in place to protect children.
Contact with children:	Working on an activity or in a position that involves or may involve contact with children, either within the position description or due to the nature of the work environment. This includes indirect contact with children in the community.
Working with children:	Being engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes volunteering or other unpaid work.
Children with a disability:	Including those with movement, speech, visual, hearing, learning/intellectual, hidden and multiple impairments who are disabled through discrimination and exclusion. Children with mild impairments can be severely disabled by lack of access to their basic needs and rights.
Personnel:	Includes all employees, contractors and volunteers. Volunteers may include professional volunteers, students, or any other person who has entered into a volunteer contract with MA.
MA Representatives:	Personnel, and members of the MA Board of Governors.
Partner organisations:	Organisations that MA is working with to implement a joint project, and/or with whom MA has a signed partnership agreement and/or memorandum of understanding. Partner organisations may or may not be recipients of funds through MA.

6. Scope of this policy

This policy applies to all MA personnel and its representatives.

MA has an obligation to ensure to the extent reasonably possible that our partner organisations meet minimum child protection standards and will exercise due diligence to ensure the protection of children associated with our joint projects and activities.

7. Child safe code of conduct for Motivation Australia personnel and Board Members

7.1 All MA personnel and representatives are required to sign and adhere to the MA Child Safe Code of Conduct (Appendix 2), which provides clear behavioural guidelines and expectations for all personnel and MA representatives when working with or coming into contact with children.

8. Child protection risk management

8.1 MA will proactively assess and manage risks to children in all of our activities.

8.2 In particular, MA will assess each of our projects for potential impact on children.

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- 8.3** Projects involving direct work with children will be recognised as having a higher risk and therefore more stringent child protection procedures will be required.

For such projects, our child safe risk assessment and management plan will include:

- A scan of the child protection context in the relevant country;
- Analysis of project partner child protection practices;
- Identification of areas of risk;
- A management plan, adapted to the local context, to reduce or remove identified risks.

Implementation of the risk management plan will be monitored, reviewed and updated as part of MA overall project monitoring processes.

9. Communication and use of children’s images

- 9.1** MA will at all times portray children in a respectful, appropriate and consensual way. The privacy and dignity of children being photographed will be of foremost consideration, as will sensitivity to their needs and wellbeing as both an individual and member of their community.
- 9.2** Any image of a child should be used to illustrate a positive message and if the purpose of using an image is otherwise, then alternative forms of graphic illustration will be considered.
- 9.3** MA will apply the following guidelines on the use of children’s images. These guidelines are in accord with the ACFID Code of Conduct clause 4.2:
- Children will be portrayed in a dignified and respectful manner and not in a vulnerable or submissive manner;
 - Children will be adequately clothed;
 - Children will not be in poses that could be seen as sexually suggestive;
 - MA personnel will seek informed consent from a child and his or her family to take a child’s image. Informed consent includes ensuring the child and his or her family understand how the image may be used. MA will aim to receive written consent, however verbal consent will be accepted in line with the Use of Photos Videos and Stories policy;
 - Information that would enable a child’s identity and location to be readily accessed will not be used in publications and/or file names;
 - Children will be portrayed as part of their community;
 - Local cultural traditions will be assessed regarding restrictions for reproducing personal images;
 - Images will be an honest representation of the context and facts. MA will not adapt illustrations to represent a different context or fact;
 - Images will only be used for the purpose stated at the time when informed consent was obtained;
 - Images will not be sold, emailed or given to any other external individual or organisation without the prior written consent of the child (or immediate family member) concerned.
 - No identifying data or information will be used with the images or attached to the image files, including geolocation data, name and address of the child.

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9.4 All images used in publicity or literature will be used by MA for a maximum of ten years.

10. Procedures for the employment of personnel

10.1 MA is committed to child safe recruitment, screening and selection practices. These practices aim to recruit the safest and most suitable people to work in our programmes.

10.2 MA's child safe recruitment practices will include:

- Assessment of all positions for level of risk in relation to working and contact with children.
- Submission by applicants of a detailed application form including information about the applicant's background such as dates and places of employment, education and other activities, and contact details for two referees.
- Job descriptions for all positions (employees, volunteers, consultants), which describe selection criteria, line management and outline tasks and responsibilities.
- Face to face interviews for all positions, where possible, recognising that telephone interviews may at times be necessary.
- Use of behavioural-based questions during interviews to ask for examples of the candidate's past behaviour and experiences. In positions which require working directly with children, the panel will explore the candidate's reasons for working with children, which will include value based questions seeking information about the candidate's attitude to children, professional boundaries, accountability, team work and how they have responded to ethical dilemmas.
- All candidates for 'working with children or contact with children' classified positions will be advised that the following will be required of successful candidates:
 - A minimum of two documented verbal reference checks (as outlined in 10.3).
 - Relevant police check/clearance (as outlined in 10.3)
 - Proof of identification (as outlined in 10.3)

10.3 Contracts of employment or volunteer placements for 'working with children or contact with children' classified positions will not be made until MA has received or carried out the following:

- A minimum of two documented verbal reference checks. The candidate's most recent employer must be one of the referees and direct contact must be made with each referee. Written references alone will not be accepted. MA reserves the right to request additional references.
- Relevant police check/clearance should be compliant with current Australian and State legislation; as well as DFAT, ANCP and ACFID requirements.
- At the discretion of the CEO a statutory declaration may be accepted in lieu of an international police check.
- At the discretion of the CEO a contract of employment may be made before obtaining a police check certificate if there is an urgent requirement that the person start work before a police check certificate can be obtained providing each of the following conditions are met:
 - An application for a police check has been made before the person first becomes a staff member, volunteer or contactor;
 - The person is subject to appropriate supervision until the police check certificate is obtained;
 - The person completes a statutory declaration stating that they have never, in Australia or another country, been convicted of an offence or, if they have been convicted of an offence, setting out the details of that offence.

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- Provision of proof of identity including original documents or certified true copies in the applicant's current name as follows:
 - One form of primary identification (birth certificate, passport, Australian citizenship certificate);
 - One form of secondary identification (drivers licence, current tertiary education institution photo ID, Government issued public employee photo ID, working with children/teacher's registration card);
 - At least one of the forms of identification must contain a photograph.
- Where provision of the above forms of identification are difficult to provide, the 100 point identification check as described by Australia Post will be used.
- Signed declaration by applicant disclosing whether they have been charged with child exploitation offences and their response.
- MA may choose not to proceed with a contract or volunteer position based on the results of the child safe screening.

10.4 Continuing employment

- Maintain relevant police check/clearance that is compliant with current Australian and State legislation; as well as DFAT, ANCP and ACFID requirements.
- For MA personnel resident outside of Australia, national police clearance certificates will be required every three years from their country of residence.
- At the discretion of the Chief Executive Officer, this may be required more frequently.

11. Procedures for the engagement of members of the Motivation Australia Board of Governors

11.1 As trusted representatives of Motivation Australia, all Board Members will require the same level of MA personnel screening, as outlined in section 10.3 and 10.4.

12. Child protection awareness and training for Motivation Australia personnel and our Board of Governors as representatives of Motivation Australia

12.1 Induction: All MA personnel and representatives will receive a copy of this Child Protection Policy and the MA Child Safe Code of Conduct as part of their induction. All personnel and representatives are required to read these documents, sign a declaration that confirms they have read the Child Protection Policy and have not been charged with child abuse offences, and sign the Child Safe Code of Conduct.

12.2 Awareness: To ensure that the Child Protection Policy and Child Safe Code of Conduct remain live in our organisation, MA will undertake a range of measures to remind personnel and representatives of our joint responsibilities in relation to child protection.

For example:

- Prompts to assess, manage and monitor child protection risk in MA procedures, tools and templates;
- Inclusion of updates and/or discussion of child protection issues in MA board meetings, staff workshops, team meetings;

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- Inclusion of child protection responsibilities in job descriptions.

12.3 Training: MA will prioritise child protection training opportunities for personnel and representatives, with at least one member of the programme team to have completed as a minimum the ACFID Child Protection modules. Information gained from external training opportunities will be shared with other personnel through MA staff workshops.

13. Working with partner organisations

13.1 MA will share with all partners with whom we have a formal partnership (Memorandum of Understanding or Partnership Agreement) our Child Protection Policy.

13.2 All MA Memorandum of Understanding or Partnership Agreements will include a statement on MA's commitment to keeping children safe from abuse, sexual abuse, exploitation and sexual exploitation; and where possible a statement from our partner regarding their parallel commitment.

13.3 MA will discuss child safe practices with our partners, and encourage all partners to develop safeguards to protect children as appropriate for their context.

13.4 For all projects that directly involve working with children, MA will work with our partners to ensure the following is in place as a minimum:

- A project specific child safe risk assessment and management plan;
- Child Safe Code of Conduct applying to all personnel involved in our joint activities;
- Child Safe Recruitment procedure for new personnel involved in our joint activities;
- Shared understanding of the use of images of children that accord with the guidelines outlined in this policy.

13.5 MA will implement other strategies as appropriate, including but not limited to:

- Where partners do not have a Child Protection Policy in place, MA will assist partners to identify appropriate supports (including technical advice) to develop their own Child Protection Policies and other safeguards as appropriate.
- Inclusion of child safe practices in MA service delivery skills training for partner personnel.

14. Reporting processes within Motivation Australia

14.1 MA will take all concerns and reports of child abuse, exploitation, intentional harm and/or non-compliance of this policy seriously and act on these reports immediately. There is zero tolerance of inaction by MA personnel or MA representatives.

14.2 Our reporting processes aim to ensure all parties will be treated fairly and that the principles of natural justice are a prime consideration.

14.3 Our reporting processes will be transparent and available for community members to use.

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14.4 MA personnel and representatives who have a concern should immediately follow the MA child protection reporting procedure as follows:

Who is responsible for reporting?	All MA personnel and representatives
What should be reported?	<ul style="list-style-type: none"> ✓ Any disclosure or allegation from a child, community member or partner personnel regarding harm, abuse, sexual abuse, exploitation or sexual exploitation of a child. ✓ Any observation of concerning behaviour exhibited by MA personnel, representatives or other relevant stakeholder (for example partner organisations) which breaches this policy and/or MA's child safe code of conduct. ✓ Inappropriate use of MA's photographic equipment or computers including evidence of child exploitation material, including child pornography. ✓ Personnel engaging in suspicious behaviour that could be associated with exploitation or trafficking.
Who should be reported to?	Project Manager, MA's Programme Director, Child Safe Focal Point, Chief Executive Officer or Chairperson.
When to report?	Abuse, sexual abuse, exploitation, sexual exploitation and other intentional harm concerns should be raised immediately . Minor, unintentional harm to a child in the course of service provision should be reported as soon as is practical.
How should it be reported?	Verbally and then in writing. The written report should be signed by the person reporting, and co-signed by either the Project Manager, Programme Director, Child Safe Focal Point, Chief Executive Officer or Chairperson.
What will happen next?	<p>The Chief Executive Officer and Chairperson in consultation with the Child Safe Focal Point and other relevant MA personnel will discuss the report and then decide upon the next step. This will involve one or more of the following actions:</p> <ul style="list-style-type: none"> • Interviewing the person/persons who made the allegations or other witnesses to gather more information with which to make a decision; • Any suspected or alleged case of child abuse, sexual abuse, exploitation, sexual exploitation or policy non-compliance in connection with DFAT linked programmes will be reported to DFAT immediately to childwelfare@dfat.gov.au as per the DFAT Child Protection Policy (2017). • Report to local police and or child protection authority; • Report made to the Australian Federal Police; • Concern handled internally if it is not a criminal matter; • No further action taken.

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14.5 All reports will be handled professionally and expediently, and will be treated confidentially in accordance with MA's Privacy and Security Policy and relevant Commonwealth legislation, including the Privacy Act 1988.

14.6 All reports made in good faith will be viewed as being made in the best interests of the child regardless of the outcomes of any investigation. MA will aim to ensure the interests of anyone reporting in good faith are protected.

14.7 The rights and safety of the child is central to the process, and as such MA will make every effort to protect the rights and safety of the child throughout any investigation.

14.8 Reporting child abuse in Australia:

- In all Australian states and territories, abuse, sexual abuse, exploitation and sexual exploitation of children are crimes. The age of consent in most Australian states and territories is 16. Additionally, in some jurisdictions it is a criminal offence for persons in positions of power and trust (such as a teacher or carer) to engage in sexual activity with children under the age of 18.
- Reports relating to child abuse can be made to the local state police or the state child protection authorities as follows:
 - If there is an allegation or suspicion of child sexual abuse by MA personnel, these matters will be reported to the state police.
 - If there are concerns that a child is being sexually abused by someone external to the organisation, MA will contact the relevant state police and/or child protection authorities.
 - Concerns about the welfare of a child in relation to neglect and/or emotional abuse will be reported to the child protection authorities.
 - Concerns about people engaging in child sex tourism, child sex trafficking and child pornography will be reported to the Australian Federal Police (Sexual Assault Team).
 - Contact details for the agencies noted above can be found in Appendix 4.

14.9 Reporting child abuse overseas:

- Child abuse reports should be made in accordance with MA's reporting procedures (see 14.4). MA personnel will discuss the report with the appropriate manager or senior person within our partner organisation where appropriate.
- An initial assessment will be made based on the quality and reliability of the information and a decision will be made on what steps to take.
- A local reporting procedure will guide the process based on whether the allegation constitutes a criminal offence in the country, or whether it is a breach of MA's code of conduct and will be dealt with as a disciplinary matter.
- Where allegations are considered to be criminal offences, the matter will be referred directly to the local police and or authorities.
- If the incident has occurred outside of an MA project or activity, the matter will be referred to an external body or agency dealing with child protection matters in the country, where safe to do so.
- Local and regional circumstances will be considered with regards to child protection procedures.

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14.10 Other actions MA will take:

- **Protect the child:** Once an allegation is made there should be an immediate response in collaboration with relevant authorities to protect the child from further potential abuse or victimisation.
- **Distance the alleged perpetrator:** Where an alleged perpetrator is an MA employee, contractor or volunteer, MA's CEO, with advice from MA's Chairperson, may stand this person down while an investigation is carried out. Personnel stood down in this manner will continue to receive remuneration as per their employment status, in the interests of a just process that does not pre-judge guilt or innocence.
- **Sanctions:** Breach of MA's Child Protection Policy and/or Code of Conduct may result in dismissal.

14.11 Responding to disclosure by a child: MA requires personnel receiving information from a child reporting abuse to follow MA Child Protection Procedure.

15. Reviewing the Child protection policy

15.1 MA's Child Protection Policy will be reviewed every two years, unless a specific reason to review is presented. Review will incorporate organisational learning as a result of: child protection risk assessments and management plans; incident reports; changes in our partner policies / procedures, or; the scope of MA's project work.

15.2 MA's CEO and Child Safe Focal Point will manage the review. Personnel, Board Members and partner organisations will be consulted.

15.3 Any recommendations with respect to the Child Protection Policy itself may be discussed with the CEO at any time prior to this review, and any changes implemented as necessary.

16. Related documents

Document no:	Title and location
TOOL-0001	TOOL CPP Report and Action
TOOL-0002	Child safe declaration form for personnel
PROC-0012	Personnel recruitment procedure
TOOL-0013	Identification and reference check
TOOL-0013	Child Protection Mapping
POL-0022	Privacy and Security Policy
POL-0034	Whistleblowing policy
TOOL-0042	Working with Children
POL-0035	Prevention of sexual exploitation and abuse

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Appendix 1: Full List of United Nation's Convention of the Rights of Children (UNCRC)

Article 1:	The UNCRC is for children and young people aged 18 years old and under.
Article 2:	The UNCRC is for all children and young people.
Article 3:	All organisations concerned with children and young people should work towards what is best for each child.
Article 4.	Government must make these rights available to children and young people.
Article 5.	Government should respect the rights and responsibilities of families.
Article 6.	You have the right to life.
Article 7 and 8.	You have the right to a name, identity and family.
Article 9.	You have the right to not be separated from your family unless it's not in your best interests.
Article 10.	If your family lives in different countries you and your family has the right to travel between them so you can stay in contact.
Article 11.	The government must help stop children and young people being taken out of the country.
Article 12.	You have the right to have a say about decisions that affect you and have your opinion heard.
Article 13.	You have the right to get and share information as long as it doesn't damage other children and young people.
Article 14.	You have the right to think and believe what you want and practise religion (as long as it doesn't stop other children and young people from enjoying their rights).
Article 15.	You have the right to meet together and join in-groups (as long as it doesn't stop other children and young people from enjoying their rights).
Article 16.	You have the right to privacy.
Article 17.	You have the right to reliable information from TV, Radio and newspapers.
Article 18.	Both parents share responsibility for bringing up children and young people and the government should help parents.
Article 19.	Government should make sure that children and young people are protected from abuse, neglect and being harmed by the people looking after them.
Article 20.	If you cannot be looked after by your parents, you have the right to be looked after by people who respect your language, culture and religion.
Article 21.	When children and young people are adopted the first concern must be what is best for them.
Article 22.	Refugee children and young people should have the same rights as children and young people born in the country.
Article 23.	Children and young people who have a disability should have care and support so they can lead full and independent lives.
Article 24.	You have the right to health care, clean water, food and a clean environment. Rich countries should help poor countries also have this.
Article 25.	If you are looked after by social services, you should have things reviewed regularly.
Article 26.	The government should provide extra money for children and young people in need.
Article 27.	You have the right to a good standard of living. The government should help families who cannot afford this.
Article 28.	You have a right to education. Your dignity should be protected and primary education should be free.

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Article 29.	Education should develop your personality and talents to the full. It should encourage you to respect your parents and culture.
Article 30.	You have the right to learn and use the language of your family, it doesn't matter if the majority of people in the country do not share these.
Article 31.	You have the right to relax and play and to join in activities.
Article 32.	The government should protect children and young people from work that is dangerous or might harm your health or education.
Article 33.	The government should protect children and young people from dangerous drugs.
Article 34.	The government should protect children and young people from sexual abuse.
Article 35.	The government should make sure those children and young people are not sold or taken out of the country.
Article 36.	You should be protected from any activity that could harm your development.
Article 37.	Children who break the law should not be treated cruelly. They should not be put in prison with adults and should be able to keep in contact with their families.
Article 38.	Governments should not allow children and young people under 16 years old to join the army. Children and young people in war zones should get protection.
Article 39.	If you have been neglected or abused you should get special help to get back their confidence and self-respect.
Article 40.	If you are accused of breaking the law you should get legal help. Prison should only be used for the most serious crimes.
Article 41.	If the laws of a country protect children and young people better than the ones in this convention, then those laws must stay.
Article 42.	The government should make the convention known to all children and young people and their families.

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Appendix 2: Child safe code of conduct for personnel and representatives of Motivation Australia

Motivation Australia (MA) personnel are responsible for maintaining a professional role with children, which means establishing and maintaining clear professional boundaries that serve to protect everyone from misunderstandings or a violation of the professional relationship.

All personnel and representatives of MA should conduct themselves in a manner consistent with their role. MA has developed this Child Safe Code of Conduct to protect children, personnel and our representatives by providing clear behavioural guidelines and expectations for working or coming into contact with children.

As a representative of Motivation Australia, I will:

- ✓ Conduct myself in a manner that is consistent with the values of MA.
- ✓ Provide a welcoming, inclusive and safe environment for all children, young people, parents, and personnel.
- ✓ Treat all children and young people in our programmes equally and with respect.
- ✓ Encourage open communication between all children, young people, parents and personnel and have children and young people participate in the decisions that affect them.
- ✓ Build relationships based on mutual trust that empower children and ensure that a culture of openness exists to enable any issues or concerns to be raised or discussed.
- ✓ Immediately report any concerns of child abuse, sexual abuse, exploitation or sexual exploitation and/or policy non-compliance.
- ✓ Take responsibility for ensuring I am accountable and will not place myself in positions where there is a risk of allegations being made.
- ✓ Self-assess my behaviours, actions, language and relationships with children.
- ✓ Have an awareness of the UN Convention of the Rights of Children (UNCRC).
- ✓ Comply with all relevant Australian and overseas child protection legislation
- ✓ Consult with MA's Child Protection Focal Point if I have any questions regarding child protection and how it relates to my work or relationship with MA.
- ✓ Comply with MA's Child Protection Policy.
- ✓ Be a positive role model for children.
- ✓ Photograph or video children in accordance with MA's policy on 'The Use of Photos, Videos and User Stories' and section 9 of MA's Child Protection Policy.

As a representative of Motivation Australia, I will not:

- Engage in behaviour that is intended to shame, humiliate, belittle or degrade children.
- Use inappropriate, offensive or discriminatory language when speaking with a child or young person.
- Do things of a personal nature that a child can do for him/herself, such as assistance with going to the toilet or changing clothes.
- Smack, hit or physically assault children.
- Develop sexual relationships with children or relationships with children that may be deemed exploitative or abusive.
- Make sexually suggestive comments about children and vulnerable adults even if this is between colleagues and in jest.
- Behave provocatively or inappropriately with a child.
- Condone or participate in, behaviour of children that is illegal, unsafe or abusive.

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- Act in a way that shows unfair and inequitable treatment of children.
- Photograph or video a child without the consent of the child and his/her parents or guardians.
- Hold or touch a child (for which I am not their parent, carer or legal guardian) unless this is a requirement of the work I am doing with the child (ie in a clinical setting) and only with the carer present and with the carer's and child's consent.
- Kiss or cuddle a child (for which I am not their parent, carer or legal guardian)
- Seek to make contact and spend time with any child or young person outside the program times.
- Use MA's computers, mobile phones, video and digital cameras inappropriately, nor use them for the purpose of exploiting or harassing children.
- Hire minors as domestic labour.
- Take children (for which I am not their parent, carer or legal guardian): to my own home/hotel; or sleep in the same room or bed as a child.
- Provide children with gifts, where the gift is not a systematic part of the service.
- Provide drugs or alcohol to children.

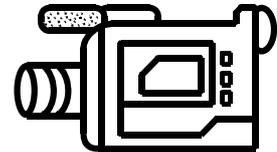
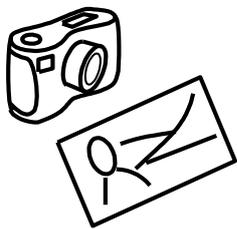
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Appendix 3: Example photo or video consent form

Your photo, video or story will assist Motivation Australia and PARTNER to:

- Raise awareness about appropriate service provision
- Show the importance of the work we do together
- Report to funders, donors
- Report to MA and PARTNER board / management
- Train others to provide appropriate services
- Photos, videos and stories may appear on MA's website, Facebook page, YouTube channel, reports to funders and donors

We will not take your photo, video you or collect and share your story without your permission. If you do not give permission, it will not affect the service you receive.



Country:

Date:

MA team member:

Your name / your child's name	How was permission received?		What is permission for?		
	Your signature	Verbal	Photo	Video	Story

Photos of children will be used for a maximum of 10 years, and will not be shared with external organisations without additional permission. Written permission is preferred – verbal permission can be accepted, if signed by MA or a representative.

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Appendix 4: Contact details for child protection agencies in South Australia.

24 hour Child Abuse Report Line:	131 478
Families South Australia Adelaide office:	Families SA 219 Morphett Street Adelaide SA 5000 Phone: (08) 8304 0120 Fax: 8304 0155 www.dfc.sa.gov.au/pub/tabid/242/itemid/295/default.aspx
Other centres:	
Australian Federal Police:	Sexual Assault Team PO Box 401 Canberra City ACT 2601 Ph: (02) 6256 7777

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