

# Child safe factsheet



**Motivation Australia is committed to the safety and well-being of all children. We aim to provide the safest possible programmes and environments for children.**



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Motivation Australia is a member of the Australian Council for International Development and Registered Charity in Australia.



You can report a concern, raise an issue or get in touch with us by contacting:  
[report@motivation.org.au](mailto:report@motivation.org.au)

## Keeping children safe

Keeping children safe is a responsibility we all share. This is because harm to a child can affect a child's health, wellbeing and development.

Child harm, abuse or exploitation is a global problem. It can be intentional or unintentional and affects both girls and boys. The risk is higher for children with disabilities, children separated from their parents, children living in extreme poverty, very young children or children in emergency situations.

Motivation Australia recognises that children have the right to survival, development, protection and participation as stated in the United Nations Convention on the Rights of the Child (UNCRC). Therefore, we aim to always provide safe environments for children.

## Child protection policy

Motivation Australia's *Child Protection Policy* (CPP) aims to protect children we may come into contact with through our projects.

This includes: clients; children that attend partner services with parents or family members; and children that are present during our home or community visits.

The policy includes information about how we work to prevent and respond to child safety issues, and how we protect

children, personnel and organisations. You can read the full policy on our [website](#).

## Who does the policy apply to?

The policy applies to **all** Motivation Australia's employees, consultants, volunteers and representatives.

Motivation Australia also works with our partner organisations to ensure that our joint project activities are child safe.



## Our child safe principles

Motivation Australia:

- Recognises the needs of children, particularly children with a disability, to feel safe.
- Will assess and manage risks to children within our programmes.
- Has a zero tolerance of child harm, abuse or exploitation.

## How do we create child safe programmes and environments?

### Child safe code of conduct:

All Motivation Australia personnel sign and follow Motivation Australia's *Child Safe Code of Conduct*. It provides guidelines and expectations for working with children.

### Child safe risk management:

Motivation Australia assesses each of our projects for potential risk to children. We then put a plan in place to help reduce or avoid any identified risks to children in any of our activities.

This may include child safeguards such as manual handling training for service staff, designing resources that help to inform children and their families of their rights or child protection training for personnel.

### Use of photos of children:

Motivation Australia respects the privacy and dignity of children and only uses photos of children that show positive messages.

Motivation Australia asks for informed consent from a child and their family before taking a photo and will protect the personal information of the child and their family.



### Child safe recruitment:

Motivation Australia aims to employ the safest and most suitable people. Motivation Australia screens all job and volunteer applicants to make sure they are not a risk to children. We use application forms, references, police checks and interviews to help do this.

Anyone who works for Motivation Australia must sign a form to confirm that they have never been charged with any child abuse offences.

### Child safe awareness and training:

All Motivation Australia personnel and representatives receive a copy of our CPP and the *Child Safe Code of Conduct*. Motivation Australia encourages child safe training opportunities for all personnel and discusses child protection in board meetings, staff workshops and team meetings.



### Support to partner organisations:

Motivation Australia routinely shares our CPP with partners.

For all projects that involve working with children, Motivation Australia will work with our partners to consider:

- A child safe risk assessment and management plan,
- Child safe code of conduct,
- Child safe recruitment procedure for new personnel.

Motivation Australia encourages partner organisations to develop their own Child Protection Policy when they do not have one. When requested, Motivation Australia will assist our

partners to access the support they may need to do that.

When delivering child specific training, such as children's wheelchair service training, Motivation Australia will include information about how to work safely with children. This may include:

- Information about unintentional harm that we recognise can happen as a result of providing a service; and how to reduce the possibility of unintentional harm.
- How to identify potential risks to children and how to manage and minimise those risks.
- Information about Motivation Australia's CPP, including any reporting responsibilities Motivation Australia has.
- Information about legislation and policies that apply to local service personnel.

### How are cases of child harm reported?

Motivation Australia takes all reports of harm to children seriously and will handle them professionally and confidentially.

Motivation Australia reporting processes aim to ensure everyone is treated fairly and that both the child and the person making a report are protected.

What should be reported?

- Any information about harm, abuse or exploitation of a child.
- Any observation of concerning behaviour.
- Inappropriate use of Motivation Australia's cameras or computers.

Who should it be reported to?

- Project Manager, Motivation Australia's Chief Executive Officer or Chairperson.
- The relevant line manager in the partner organisation if it relates to an issue overseas.

When should a report be made?

- Concerns about unintentional harm should be reported as soon as possible.
- Child abuse, exploitation and intentional harm concerns should be reported immediately.

How should a report be made?

- Verbally and then in writing.

What will happen after a report is made?

- The report will be discussed and investigated further.
- The concern may be handled internally or no action taken depending on what the investigation finds.
- A report to relevant authorities will be made if the matter is criminal and/or the child is at risk of further harm. Reporting procedures depend on the local context. Relevant authorities may include local police, Australian Federal Police and/or a child protection authority.
- Motivation Australia will notify donors if necessary, and in accordance with donor requirements. Motivation Australia will discuss this with our partners before a report is made.
- All reports are shared with Motivation Australia's Board of Governors.

### Motivation Australia's commitment to our child protection policy

Motivation Australia's CPP will be reviewed at least every two years.

Motivation Australia personnel and partner organisations will be consulted during the review of the policy.

Any recommendations or questions about the CPP may be discussed with Motivation Australia's CEO, Programme

Director or Child Safe Focal Point. We welcome all feedback!

### Key definitions

#### Child safe

The term used to describe the responsibilities and activities (safeguards) undertaken to prevent harm, abuse or exploitation.

#### Child safeguards

The measures that Motivation Australia and our partners put in place to protect children.

#### 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.

#### 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 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.