

Oxfam Australia Child Safeguarding Policy

Policy Number: PG001

1. Policy Purpose

This policy exists to keep children safe in all long-term development and advocacy programs, campaigns, humanitarian responses, retail and all other operations and activities of Oxfam Australia (OAU). In the delivery of our work, OAU is committed to upholding the rights of children, and safeguarding them against actions (intended or unintended) that place them at risk of all forms of violence and harm, including child abuse and exploitation. The responsibility for maintaining child safe environments is a shared responsibility of all OAU personnel, with the aim to translate the policy into the everyday culture and practice of the agency.

Oxfam Australia must therefore do everything it can within its control to safeguard children by creating **awareness and accountability**, putting in place **preventative** child safeguarding policies and procedures, supporting staff and partners to implement these and immediately **responding** to issues that pose a risk to the safety and/or wellbeing of a child.

The Policy defines the guiding principles and approach and the OAU Child Safeguarding (CS) minimum standards to be met in different aspects of our work to ensure OAU is a child safe organisation.

2. Scope and Eligibility

This policy applies to:

- Oxfam Australia, including Oxfam Australia Trading, staff (permanent or casual), volunteers, interns, individual contractors and consultants (to be referred to in the Policy as OAU personnel)
- OAU Board Members
- Oxfam Country Offices where OAU is the Executing Affiliate
- Oxfam Country Offices that are contractually engaged with OAU. This includes personnel and any contractors involved in OAU funded programs and activities (inclusive of staff, volunteers of Oxfam and in-country partners)
- All partner organisations involved in OAU funded programs and activities
- OAU Visitors: This Policy applies to donors, supporters, politicians, journalists, photographers, videographers, film crews, translators, celebrities and any other people who visit an OAU funded program and activity including retail operations, while in contact with children as part of the Oxfam program or activity

This Policy applies to all the above both during and outside normal working hours.

3. Policy Statement

Children can be extremely vulnerable, especially in situations of poverty, humanitarian crisis or conflict and deserve higher standards of protection. Intersections of various factors such as gender, disability or being displaced further increase a child's vulnerability to child abuse and exploitation. As an agency undertaking work both nationally and internationally and in humanitarian response, OAU takes its duty of care seriously to safeguard children and recognises that it must meet community expectations and the trust placed in its personnel to maintain the highest standards of conduct with children.

OAU comes into contact with children every day in the course of its work: whether that is directly through programs or volunteering involving students and young people, indirectly through use of

children's images or stories, children attending programs with parents, or families participating in events. Children can also be impacted through Oxfam Trading's retail operations and work with trading partners or as a result of their interaction with staff, volunteers or visitors of OAU.

OAU is committed to ensuring our personnel and operations "do no harm" when children come into contact with or are impacted by OAU's programs and activities, and to promote and where appropriate, provide mechanisms to include the voice of children as part of creating a child safe environment.

4. Related Documents

This policy should be read in conjunction with the policies referenced in this document as well as the following:

- [UN Convention on the Rights of the Child](#)
- [Oxfam Supplier Code of Conduct](#)
- [Child Safeguarding Minimum Requirements for Partners](#)

5. Key Principles

OAU Child Safeguarding Policy and practices are guided by the following principles:

1) Best interests of the child:

In all actions concerning children and when dealing with a concern for the safety or wellbeing of a child, the best interests of the child shall be a primary consideration.

2) Zero tolerance of child abuse and exploitation:

OAU has a zero-tolerance approach to child abuse and exploitation. OAU will not knowingly engage personnel to be in direct or indirect contact with children or access communities whom we work with if they pose an unacceptable risk to children's safety or wellbeing and will take immediate action upon report of any suspected child abuse or exploitation.

3) Shared responsibility:

OAU believes child safeguarding is a shared responsibility, meaning that successful implementation of child safeguarding measures is reliant on all personnel committing to and upholding the principles of this policy. OAU will also ensure that all partner organisations involved in the delivery of OAU funded programs and activities have appropriate child safeguarding measures to implement the minimum standards outlined in this Policy. OAU will also take a proactive role to share good practice in child safeguarding across the Oxfam International Confederation.

4) Risk management approach:

OAU has a duty of care to provide protective environments for children in all OAU programs and activities. Whilst it is not possible to completely eliminate risks of child abuse and exploitation, OAU will ensure risks are identified, monitored and mitigated against in the assessment of its programs, operations, activities and partners to prevent the risk of a child being abused, exploited or harmed that may be associated with OAU.

5) Accountability and Openness:

OAU will continue to strengthen its internal child safeguarding systems to ensure accountability to children and the communities in which it works. Specific child safeguarding roles and responsibilities will be delegated to staff to effectively embed child safe organisational practice across all programs, operations and activities at OAU. OAU will ensure an organisational child safe culture where any issues or concerns of child safeguarding or poor practice can be raised and discussed.

6. Expectations for Implementation

Below are the OAU Child Safeguarding (CS) minimum standards required by OAU and Country Office management and personnel for implementation of child safeguarding.

The [Child Safeguarding Toolkit](#) contains detailed procedures, guidelines and tools for OAU personnel, Country Teams and partners to support the further implementation of child safeguarding and these minimum standards.

<p>OAU Child Safeguarding Code of Conduct</p>	<ul style="list-style-type: none"> • Ensure all OAU personnel and personnel in Country Teams where OAU is Executing Affiliate read, understand and sign the OAU Child Safeguarding Code of Conduct (or Country Office Child Safeguarding Code of Conduct) prior to engagement with OAU. • For other Country Teams contractually engaged with OAU ensure that the relevant personnel read, and understand and sign the OAU Child Safeguarding Code of Conduct or Country Office Code of Conduct prior to engagement with OAU funded activities.
<p>Child Safeguarding recruitment and screening</p> <p>OAU Recruitment and Selection Policy</p>	<ul style="list-style-type: none"> • Ensure child safe recruitment and selection procedures are in place and followed as per agency requirements. • All OAU staff obtain a criminal record check before engagement. • Employment contracts to contain provision for suspension or transfer to other duties of any employee who is under investigation for a child safeguarding incident and provisions to dismiss any employee based on the outcome of the investigation. • Ensure OAU CS minimum standards for engagement of personnel in contact with children and working with children are applied for OAU personnel and for all OAU funded programs and activities.
<p>Training & Induction</p>	<ul style="list-style-type: none"> • OAU will ensure personnel are equipped with knowledge, skills and awareness to keep children safe through the provision of training. • Specific requirements on child safeguarding training delivered in OAU offices and by Country Teams is provided in the CS Toolkit.
<p>Child Safeguarding Reporting Procedures</p> <p>childsafeguarding@oxfam.org.au</p> <p>OAU Whistle Blowing Policy</p> <p>See Annex 3 for CS Reporting requirements for OAU and Country Offices</p>	<ul style="list-style-type: none"> • Ensure OAU Child Safeguarding Reporting Procedures are in place for managing concerns, suspicions or allegations of child exploitation and abuse, and breaches of the OAU CS Policy and Code of Conduct. • Where OAU is Executing Affiliate and for Country Teams contractually engaged with OAU, ensure local reporting and complaints management procedures meet OAU CS minimum standards for child safeguarding and also consider local laws and referral systems.

<p>OAU Child Safeguarding Delegate</p> <p>childsafeguarding@oxfam.org.au</p>	<ul style="list-style-type: none"> • OAU Child Safeguarding Delegate appointed as the lead person for child safeguarding incident management and reporting. • The CS Delegate will immediately report any suspected or alleged instances of child abuse, exploitation, harm or policy non-compliance to the Conduct and Ethics Unit at DFAT, if these instances have occurred in DFAT-funded programs or activities.
<p>Child Safeguarding Risk Management</p>	<ul style="list-style-type: none"> • Ensure effective child safeguarding risk management practices that capture and address risks to children as a result of coming into contact with OAU and all OAU funded programs and activities. • Ensure organisational child safeguarding risk management is monitored at the governance and leadership levels. • Ensure assessment of potential partners/contractor's child safeguarding/protection policy and procedures.
<p>Working with Affiliates & Partners</p>	<ul style="list-style-type: none"> • Ensure that OAU CS minimum standards apply for all OAU funded programs and activities. OAU CS Toolkit includes specific details on what needs to be applied by OAU as Executing Affiliate and for other Country Teams contractually engaged with OAU. • Ensure that all contracts and agreements with Oxfam Affiliates include expectations around fulfilling OAU CS minimum standards • Ensure monitoring of policy implementation and compliance across all OAU funded programs and activities across Oxfam Affiliates • Ensure child safeguarding provisions-minimum standards and expectations for implementation are clearly articulated in contracts (partner working agreements, letters of agreement) with implementing partners and MoUs/agreements with all partners such as universities and trading partners • Ensure all partner organisations involved with OAU funded programs and activities meet the OAU CS minimum standards for partners.
<p>Photos, Images and Story Gathering</p> <p>OAU Ethical Image and Stories Policy and OAU Ethical Guidelines for Content Gathering</p> <p>OI Responsible Program Data Policy</p>	<ul style="list-style-type: none"> • Ensure OAU policies, procedures and ethical guidelines for collection, storage and use of children's stories, interviews, photos, videos and images enforce the principles of the OAU Child Safeguarding Policy and Code of Conduct • Country Teams to follow the principles of the OAU CS Policy when collecting stories, interviews, photos, videos and images for OAU • Ensure informed consent obtained from children involved in OAU research or evaluations

<p>Information and Communication Technologies</p> <p><u>OAU Social Media User Policy</u></p>	<ul style="list-style-type: none"> • Ensure the OAU Social Media User Policy (or Country Office equivalent policy) provides for the safe use of information and communication technologies such as the Internet, websites, social networking sites, and digital photography to ensure that children are not put at risk.
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7. Child Safeguarding Responsibilities and Accountabilities

Accountable	Activity
OAU and EA Country team personnel	All personnel are responsible and accountable for following this policy as it applies to their position (for details on see OAU Child Safeguarding toolkit)
OAU People and Culture Unit	Responsible for the implementation and monitoring of child safeguarding recruitment and screening and training on minimum standards across OAU and where OAU is Executing Affiliate
OAU Child Safeguarding Delegate	Responsible for receiving child safeguarding concerns and reports from OAU personnel and Country Teams and to manage any investigations of OAU staff
Unit Manager or Country Director	<p>Responsible for ensuring all personnel in their team read this Policy and understand how it is relevant to their areas of work</p> <p>Responsible for translation of this Policy and related resources as required for use by Oxfam Country Teams and partners.</p> <p>Responsible for ensuring personnel have access to and participate in child safeguarding training, including role specific training, to effectively implement this Policy and embed child safeguarding at the activity level into their everyday practice</p> <p>Responsible for incorporating consideration of the Policy in Unit/Country level planning, budgeting and resource allocation</p> <p>Responsible for ensuring that the relevant OAU CS minimum standards are integrated into content gathering trips and use of content</p>
Volunteer Engagement Manager	Responsible for ensuring OAU CS minimum standards are applied to all OAU volunteers (including volunteers under 18 years) in contact with children
Country Office Child Safeguarding Focal Points	<p>Lead/Coordinate the implementation of this Policy and the OAU CS minimum standards within their respective teams</p> <p>Where possible, collaborate with local child focused organisations to provide child safeguarding training and capacity building to staff and local implementing partners</p>
Oxfam Trading Managers	<p>Responsible for ensuring that the principles and expectations outlined in this Policy apply to trading retail operations and trading partners</p> <p>Responsible for ensuring that the relevant child safeguarding minimum standards are integrated into Oxfam Trading activities</p> <p>Responsible for supporting Oxfam Trading personnel and producer partners to implement relevant child safeguarding minimum standards</p>

Associate Director of Risk and Compliance	Responsible for monitoring organisational child safeguarding risks and reporting on risk indicators and controls to the OAU Board of Management
Directors -Programs, Public Engagement, Chief Operating Officer, Chief Financial Officer	Responsible for ensuring Programs and Public Engagement programs meet the principles and expectations outlined in this Policy
Chief Executive Officer	Responsible for holding Section Directors, COO and CFO accountable to implement this Policy and promoting Policy principles, as appropriate, in the Oxfam International Confederation

8. Breaches of the Child Safeguarding Policy or Code of Conduct

Breaches of the Policy and the Child Safeguarding Code of Conduct will not be tolerated and may result in disciplinary procedures, change of duties or termination. Further information about the process of investigations and outcomes can be found in the Child Safeguarding Reporting procedures

9. Review and Monitoring

This policy will be reviewed at least every three (3) years. While the Policy Owner (currently Director Programs) is ultimately responsible for ensuring that this Policy is reviewed as per this time line, all key stakeholders including the Child Protection Delegate will be responsible for enhancing this policy and incorporating lessons learned into subsequent versions. Feedback from stakeholders will be sought in the process.

Policy Number: PG001	Effective: November 2017
Policy Name: Child Safeguarding Policy	
Supersedes: Child Protection Policy 2012	Next Review: November 2020
Policy Owner: Director- Programs	Approved by: OAU Management Team
Author: Analysis, Accountability and Business Development Team	Pages: 15

Annex 1:

Definitions

For the purposes of this Policy and OAU's approach to Child Safeguarding, these definitions apply:

Child:

Any person under the age of eighteen (18) years as defined by the Convention on the Rights of the Child

Child Rights:

Children have the "right to life, survival and development" where development encompasses physical, emotional, cognitive, social and cultural development

Child Safeguarding:

The policies, procedures and practices employed to safeguard children who come into contact with OAU from all forms of abuse or exploitation and the responsibility of all personnel to embed these at the activity level to ensure OAU is a child safe organisation

Child Protection:

The prevention of and response to abuse, neglect, exploitation and violence against children. Child Protection programming is an activity or initiative designed to protect children from all forms of violence. This includes the integration of child protection into all thematic areas of programming to enhance the protective environments for children in the community

Child Abuse:

Child abuse involves the abuse of children's rights and includes all forms of violence against children: physical, emotional and sexual abuse, neglect, family violence, sexual exploitation, abduction and trafficking, including for sexual purposes, involvement of a child in online child sexual exploitation and child labour as defined below

Physical Abuse:

When a person purposefully injures, or threatens to injure, a child. Physically abusive behaviour includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning

Neglect:

The persistent failure, where there are means, 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 is placed at risk

Emotional Abuse:

A persistent attack on a child's self-esteem. Examples include, but are not limited to – name-calling, threatening, ridiculing, shaming, intimidating or isolating the 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

Family violence:

Includes verbal, physical, sexual or emotional violence within the household or family, which the child witnesses, usually on a regular basis

Commercial Sexual Exploitation of Children:

Comprises sexual abuse by the adult and remuneration in cash or kind to the child or a third person or persons. The child is targeted as a sexual object and as a commercial object. The Commercial Sexual Exploitation of Children constitutes a form of coercion and violence against children and amounts to forced labour and a contemporary form of slavery

Online Child Sexual Exploitation:

Includes all acts of a sexually exploitative nature carried out against a child that have, at some stage, connection to the online environment. It includes any use of Information and Communication Technologies (ICT) that results in sexual exploitation or causes a child to be sexually exploited or results in or causes images or other material documenting such sexual exploitation to be produced, bought, sold, possessed, distributed or transmitted

Grooming:

Generally, refers to behaviour that makes it easier for an offender to procure a child for sexual activity. For example, an offender may build a relationship of trust with the child, and then seek to sexualise that relationship (for example favouring a child, isolating a child, giving excessive attention or gifts, using sexualised language or physical contact, or exposing the child to sexual concepts through online sexual exploitation material)

Online-Facilitated Child Sexual Abuse:

The act of sending an electronic message to a recipient who the sender believes to be under 18 years of age, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender; or of sending an electronic message with indecent content to a recipient who the sender believes to be under 18 years of age

Child Labour:

Often defined as work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It refers to work that is mentally, physically, socially or morally dangerous and harmful to children and interferes with their schooling and recreation. In its most extreme forms, child labour involves children being enslaved, separated from their families and exposed to serious hazards and illnesses. (See OAU Child Labour Guidelines)

Child Trafficking:

Relates to any role in the recruitment, transportation or receipt of children for the purpose of exploitation, by means of threat, force or other forms of coercion. This includes abuse of power

Military use of Children:

Where children are engaged in or exposed to military activity, including as soldiers or human shield

Contact with Children:

Working on an activity or in a position that involves or may involve direct (including online contact with children) or indirect contact (such as use of children's images) with children. This can be either under the position description or as a result of performing the position such as coming into contact with children when working in communities.

Working with Children:

Working with children means 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 works

Annex 2

Conventions and Obligations

The protection of children is a child rights issue and OAU is guided by and upholds the rights articulated in the UN CRC and other Conventions. The safeguarding of children in the delivery of international aid is a priority and as a civil society agency OAU is required to comply with donor and ACFID standards as well as both Australian/State laws and national principles and the laws and child protection systems existing in the countries where OAU works.

<p>The United Nations Convention on the Rights of the Child (CRC) (1989)</p>	<p>The CRC is a set of internationally agreed standards that ensure all children have the rights inherent to human dignity.</p> <p>States must ensure that all children, without discrimination in any form, can:</p> <ul style="list-style-type: none"> • Benefit from special protection measures and assistance • Have access to services such as education and health care • Develop their personalities, abilities and talents to their fullest potential • Grow up in an environment of happiness, love and understanding • Be informed about, and participate in, achieving their rights in an accessible and active manner
<p>Optional Protocol to the Convention on the Rights of the Child on the sale of children, child prostitution and child pornography (2002)</p>	<p>The Optional Protocol on the sale of children, child prostitution and child pornography draws special attention to the criminalization of these serious violations of children's rights and emphasises the importance of increased public awareness and international cooperation in efforts to combat them.</p> <p>It supplements the Convention by providing States with detailed requirements to end the sexual exploitation and abuse of children and also protects children from being sold for non-sexual purposes—such as other forms of forced labour, illegal adoption and organ donation.</p>
<p>Sustainable Development Goals and Targets</p>	<p>Goal 5: Achieve gender equality and empower all women and girls</p> <p>5.2: Eliminate all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation</p> <p>Goal 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all</p> <p>8.7: Take immediate and effective measures to eradicate forced labour, end modern slavery and human trafficking and secure the prohibition and elimination of the worst forms of</p>

	<p>child labour, including recruitment of child soldiers and by 2025 end child labour in all its forms</p> <p>Goal 16: Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels</p> <p>16.2: End abuse, exploitation, trafficking and all forms of violence against and torture of children</p>
<p>Guidelines to implement the Minimum Operating Standards for Protection from Sexual Exploitation and Abuse by UN and non-UN Personnel - March 2013</p> <p>Facilitated by the Interagency Standing Committee (IASC) Task Force on Protection from Sexual Exploitation and Abuse (PSEA) by our own staff</p>	<p>The four pillars of the current PSEA work provide the framework for the eight MOS and are as follows:</p> <p>1. Management and coordination</p> <ul style="list-style-type: none"> • Effective policy development and implementation • Cooperative arrangements • A dedicated department/focal point is committed to PSEA <p>2. Engagement with and support of local community population</p> <ul style="list-style-type: none"> • Effective and comprehensive communication from HQ to the field on expectations regarding raising beneficiary awareness on PSEA • Effective community based complaints mechanisms (CBCM), including victim assistance. <p>3. Prevention</p> <ul style="list-style-type: none"> • Effective recruitment and performance management • Effective and comprehensive mechanisms are established to ensure awareness-raising on sexual abuse and exploitation amongst personnel <p>4. Response</p> <ul style="list-style-type: none"> • Internal complaints and investigation procedures are in place. <p>https://interagencystandingcommittee.org/protection-sexual-exploitation-and-abuse/documents-public/guidelines-implement-minimum-operating</p>
<p>Child Protection Minimum Standard (CPMS) in Humanitarian Action</p> <p>It is developed by the Child Protection Working Group within Global Protection Cluster</p>	<p>The Standards support child protection work in humanitarian settings. They are intended to:</p> <ul style="list-style-type: none"> • Establish common principles amongst those working in child protection, and to strengthen connection between them • Improve the quality of child protection programming and its impact for children • Improve accountability within child protection work • Further define the professional field of child protection

	<ul style="list-style-type: none"> • Provide a synthesis of good practice and learning to date • Enable better advocacy and communication on child protection risks, needs and responses <p>The Standards are to be used in conjunction with the Sphere Handbook</p> <p>www.cpwg.net/minimum-standards/</p>
<p>International Labour Organisation Convention 182 Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour</p>	<p>www.ilo.org/iloe/english/convdisp1.htm</p>
<p>The Australian Government – Department of Foreign Affairs and Trade (DFAT) Child Protection Policy 2017</p>	<p>The Australian Government’s Policy is part of DFAT’s child protection framework and in collaboration with funded partners it aims to prevent child exploitation and abuse in the delivery of the international aid program.</p> <p>As a DFAT funded organisation OAU is expected to act in accordance with the policy principles and comply with the minimum child protection standards outlined in the Policy.</p> <p>The requirement to develop and implement a child-safe approach also applies to all downstream personnel, partners and subcontractors who are engaged by OAU to perform any part of a DFAT funded activity where working with or contact with children is identified.</p> <p>OAU has the responsibility of ensuring that downstream partners have appropriate policies and procedures in place.</p> <p>When implementing DFAT’s disaster risk reduction and humanitarian preparedness and response activities OAU must assess child protection risks and comply with and build on the policy’s minimum child protection standards.</p> <p>OAU must implement a risk-based approach to the management of child protection in DFAT business activities. (See Child Safeguarding Toolkit)</p> <p>OAU has the responsibility to ensure it has the right policies and processes in place to safeguard children when photographing or filming a child or using children’s images for work-related purposes across all channels and mediums</p>
<p>ACFID Code of Conduct – effective June 2017</p>	<p>The Code is underpinned by a set of values which inform the behaviours of all Members all the time. The values are translated into high-level Quality Principles that are then translated into specific Commitments and associated Compliance Indicators.</p> <p>Quality Principle 1 – Rights, Protection & Inclusion 1.4 – We advance the safeguarding of children</p>

	<p>Quality Assurance Framework – Compliance Indicators</p> <p>1.4.1 - Members demonstrate their organisational commitment to the safeguarding of children</p> <p>1.4.2 - Members have a code of conduct that advances child safeguarding behaviours and applies to all personnel, partners and project visitors</p> <p>1.4.3 – Members have a documented child safeguarding incident reporting procedure and complaints handling procedure that aligns with principles of privacy and promotes safety and dignity</p> <p>Good Practice Indicators (Members to demonstrate progressive compliance)</p> <ul style="list-style-type: none"> • Members have a child safeguarding focal person who is responsible for coordinating the implementation of child safeguarding systems • Members provide introductory, refresher and role-specific training as relevant for their governing body, staff, volunteers, project visitors and partners to become familiar with and raise awareness of child safeguarding • Members periodically report to their governing body on the implementation and compliance with their Child Safeguarding Policy • Members adapt child safeguarding policies and practices to local contexts in collaboration with local stakeholders • Members promote their commitment to child safeguarding to the public and external stakeholders <p>Quality Principle 6: Communication. Development and humanitarian organisations communicate truthfully and ethically.</p> <p>6.2 We collect and use information ethically.</p> <p>6.2.1 Members’ Communications are accurate, respectful and protect privacy and dignity.</p> <p>6.2.2 Members have organisation requirements for the collection of information, stories and images.</p> <ul style="list-style-type: none"> • To demonstrate compliance Members will have a policy, statement or guidance document that commits the organisation to use images and messages in communications in a way that portrays the affected people (including children) in a manner that respects their dignity, values, history, religion, language and culture; is consistent with ACFID’s Fundraising Charter (8.1.2) <p>Quality Principle 8. Resource management.</p> <p>8.1 We source our resources ethically</p> <p>8.1.2 Members report their compliance with the ACFID Fundraising Charter annually to their own governing body.</p>
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	<p>The ACFID Fundraising Charter: Images and messaging used for fundraising will not:</p> <ul style="list-style-type: none"> • Be used without the free, prior and informed consent of the person/s portrayed, including children, their parents or guardian <p>Infringe child protection policies and show children in a naked and/or sexualised manner</p>
<p>Australian and State based laws</p>	<p>OAU personnel must uphold Australian Commonwealth and State/Territory laws and local laws.</p> <p>For a full description of relevant legislation see Child Safeguarding Toolkit (CS Toolkit)</p>
<p>Local Legislation</p>	<p>Local legislation including child labour laws must be upheld by OAU and OAT personnel</p> <p>For more details on local country child abuse and exploitation laws and national principles see CS Toolkit</p>
<p>The Royal Commission into Institutional Responses to Child Sexual Abuse (Australian Commonwealth)</p>	<p>The Royal Commission into Institutional Responses to Child Sexual Abuse is investigating how institutions like schools, churches, sports clubs and government organisations have responded to allegations and instances of child sexual abuse.</p> <p>The Royal Commission is about uncovering where systems have failed to protect children to make recommendation on how to improve laws, policies and practices. It can look at any private, public or non-government organisation that is, or was in the past, involved with children.</p> <p>http://childabuseroyalcommission.gov.au</p>

OXFAM CHILD SAFEGUARDING REPORTING PROCESS

The flowchart below provides the process personnel should follow to raise a concern for the safety or wellbeing of a child.

Internal Incident

You become **aware** of, **concerned** about, **observe** or **suspect**:

- Oxfam staff, partners, visitors, volunteers, contractors or anyone associated with Oxfam's work abuse or exploit a child
- Oxfam staff, partners, visitors, volunteers or contractors behaviour breach the Child Safeguarding and/or Oxfam International Code of Conduct requirements
- Any incident within an Oxfam project and activity that poses a risk to the safety and/or wellbeing of a child

External Incident

- You become **aware** of, **concerned** about, **observe** or **suspect** a child is being, or is at risk of being abused or exploited
- A child tells you that someone outside of Oxfam or its partners pose a risk to their safety and/or wellbeing

Immediately, or within 24 hours

Immediately report in Australia to the OAU Child Safeguarding Delegate, in country to the Safeguarding Focal Point, or you can report to your Manager. Your manager or the Safeguarding Focal Point will report to the affiliate Child Safeguarding Delegate or equivalent.

You may also email childsafeguarding@oxfam.org.au, or report through the [anonymous whistle-blower website](https://app.whispli.com/OxfamAustralia) at <https://app.whispli.com/OxfamAustralia> or the confidential international hotline [whistleblowing confidential hotline](#)

Internal Incident

Within 24 hours the Child Safeguarding Delegate convenes a case conference with relevant stakeholders to determine if and how to investigate the allegation.

Immediately or within 24 hours of being notified, allegations are reported to relevant local and external reporting authorities.

External Incident

Child Safeguarding Delegate and/ or safeguarding focal point identifies and facilitates reporting to local authorities.

Child Safeguarding Delegate or Focal Point manages the report. The investigation report, response and any decisions made will be communicated to relevant stakeholders, **including formal reporting to donors**. Principles of confidentiality and natural justice apply

Outcomes may involve:

- HR performance management
- Further Investigation
- Formal warning, transfer to other duties or suspension pending investigation
- Report to Police
- Dismissal

1. Any suspected or alleged instances of child abuse, exploitation or Child Safeguarding Policy non-compliance with a DFAT-funded project must be immediately reported to DFAT by the OAU Child Safeguarding Delegate within 24 hours.
2. All reporting to donors on allegations, ongoing investigations, decision, and/or outcomes of Child Safeguarding reports will be managed by the affiliate Child Safeguarding Delegate or equivalent.