



Christ's Heart for the World's Poor

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www. missionworldaid.org
ABN 82 933 597 596

MWA Policy Document

Child Protection

MWA is committed to the care and protection of children, and shares the concern and love for children expressed by Jesus Christ:

Mark 10:13-16 *New International Version (NIV)*

People were bringing little children to Jesus for him to place his hands on them, but the disciples rebuked them. When Jesus saw this, he was indignant. He said to them, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it." And he took the children in his arms, placed his hands on them and blessed them.

The purpose of this policy is to promote the wellbeing of children and protect against any child abuse which is defined as "all forms of physical or mental violence, injury or abuse, maltreatment or exploitation, including sexual abuse".

Child abuse is totally unacceptable and MWA has no tolerance for it.

MWA is committed to upholding the rights and obligations in the United Nations Convention on the Rights of the Child that Australia is signatory to.

MWA will apply a risk management approach to reduce the potential and incidence of child abuse associated with its activities.

A. MWA Operations

MWA is run by volunteers. All MWA volunteers are adults. Activities undertaken by MWA volunteers will not involve any ongoing or one to one contact with children. Primary activities undertaken are:

1. Office based work relating to:
 - a. administration and communications,
 - b. developing and monitoring partnership arrangements,
2. Visiting partner organisations,
3. Running and manning a second-hand shop.

The second-hand shop will generally cater only to adult customers. Analysis of internal risk factors has not elucidated any significant risks in terms of child abuse. MWA staff and volunteers do not fall under the list of people for mandatory reporting requirements under Section 30 (3) of the *Child and Young Person (Safety) Act 2017*. Police checks are not mandatory for the MWA Board or shop volunteers due to the low risk for child abuse directly related to MWA operations.

MWA makes donations to partner organisations operating amongst poor and needy people in different countries. MWA seeks to promote child welfare through its overseas aid and prevent any child abuse related to programmes it supports.

Matthew 25:35: For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me... What you did for one of the least of these brothers of mine, you did for me.

Tax Deductable donations to Account name: Mission World Aid BSB: 105079 Account # 040615340



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Recruitment and Training

MWA will promote its commitment to Child Protection when recruiting or assessing applicants for any role, and will require answers to appropriate questions (including behavioural-based questions) along with reference checks and pre-employment checks.

All applicants, where considered appropriate given the nature of the task and potential for contact with children and/or handling of funds, will be asked to undertake a police record check as part of the application process. Police record checks will be carried out for all permanent and long-term contract staff, and those being considered for positions where they are required to travel to or live in the field as part of their role, and those being considered for overseas contracts or secondments in field countries. A police record check will be carried out for anyone travelling to a project or partner organisation as a representative of MWA. All board members, staff or others who intend visiting MWA projects in overseas countries are required to undergo a further police record check if their previous one is more than three years old.

MWA is committed to ensuring officers and volunteers have access to and receive the child protection training appropriate to their role in the organisation. MWA officers and volunteers will go through MWA's induction programme, including that they have understood this Child Protection Policy and signed Appendix A – Child protection code of conduct, and MWA officers or volunteers visiting partners operations in the field will be trained in the relevant policies and procedures for field visits.

MWA officers or volunteers will immediately report to the Director of MWA any concerns or issues that may arise relating to child protection in Australia or overseas.

Visiting Partner Organisations

MWA members and / or volunteers may from time to time visit partner organisations and their community to learn, assess and further the objectives of MWA. In such circumstances, where the Visitor is representing MWA:

1. Both the Director of MWA (or delegate) and the designated contact at the partner organisation must confirm and agree in writing:
 - a. the identity of the member(s) or volunteer(s) (Visitors)
 - b. the timing and purpose of the visit, and if there is potential risk regarding contact with children
 - c. the hosting arrangements for the Visitors
 - d. the reporting requirements.
2. If there is a potential risk identified relating to child protection, then the Visitors must provide MWA with:
 - a. a current positive police check result, or undergo a positive police check prior to MWA approval for the visit, and
 - b. contact details for two referees from whom MWA will ascertain suitability and make record of the check made prior to approval for the visit.

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3. The MWA Director or delegate will ensure the Visitors:
 - a. are briefed regarding this policy prior to departure
 - b. complete a pre-trip induction in the form of a workshop or meeting to inform and educate regarding:
 - i. appropriate behaviours when interacting with children (NB: signing Appendix A – Child Protection Code of conduct).
 - ii. appropriate procedure to follow should a situation occur where there is abuse or suspected abuse (NB: having access to Appendix B).
 - c. sign together with the responsible MWA person that they have completed and understand the induction materials and the importance of adhering to the requirements.
4. The Visitors must be hosted by a responsible adult person from the partner organisation at all practical times during their visit, and must not allow themselves to be alone with children at any time.
5. The Visitors (or designated group leader) will prepare a written report for MWA in a timely manner.
6. Any photographs taken will not be used by MWA or the Visitor without compliance with the points Appendix A.
7. The partner organisation will also provide MWA with a written report of the visit (MWA Director to solicit the report if it is not quickly forthcoming).

B. Partner Organisations

Partner Organisations are responsible for the programmes that MWA may be funding or helping to fund.

Partner Organisations receiving materials or funding for particular programmes will be subject first to a due diligence process, and then to a documented Partner agreement, as outlined in MWA's Partnership Agreement Template.

MWA will share our Objectives and relevant policies including this Child Protection policy with prospective partner and partner organisations, and MWA will only partner with organisations that demonstrate and sign the agreement confirming the same commitment for Child Protection and zero tolerance for child abuse.

Selection of Partner Organisations by MWA is a process including:

- initial contact, building relationship, understanding needs and particular project objectives,
- determining capability to meet MWA's primary objective to relieve poverty, starvation and disease,
- MWA conducting due diligence and assessing track record, capability and plans for humanitarian aid and / or self-sustainable community development,
- Agreeing terms and ways of working through a partnership agreement incorporating adherence to necessary policies and procedures, including child protection.

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Each partner organisation or consignee will have different roles and activities amongst their communities, and varying levels of documented process. The receipt and distribution of clothing, education, medical and other humanitarian aid provided by MWA is assessed to be a very low risk activity in terms of the risk of child abuse.

Other types of partnership programmes will be assessed carefully for risk of child exploitation or abuse, and the partner organisation must provide evidence of their strategy and efforts to mitigate those risks. Any agreement will include reference to such risk mitigation procedures.

Partner Organisations working with children will also be assessed for inclusion of children in the shaping of the development programme they are a part of, and for the ease with which children can contribute or complain about the effects of the programme.

Partner Organisations will be informed and agree to comply with the MWA complaints process.

C. Use of Images and associated messages.

From time to time MWA receives images of children in reports from Visitors and from Partner organisations. Any use of these images, or any other images, by MWA in newsletters, reports or on our website or any other promotion is subject to Board review prior to release with reference to the guidelines provided by the Australian Council For International Development (ACFID), namely:

1. Images and messages of women and men, boys and girls will present them in a dignified, respectful manner, portraying them as equal partners in the development process.
2. Images and messages will honestly portray the diversity of local people including age, disability and other marginalised groups.
3. Images and messages will honestly convey the context and complexity of the situations in which local people live.
4. Key figures in images will be informed of what the image is being used for and, their permission obtained.
5. Origins of any images used will be known and any necessary permissions, including copyright releases, be held.
6. Care will be taken to ensure that the identification of or use of images of local people will not endanger the people they portray.

D. Reporting

All staff, volunteers and visitors will immediately report any concerns or issues regarding Child Protection that may arise during their work for MWA to the Director of MWA and if necessary, to the appropriate authority according to the guidance in Appendix B - The Mission World Aid (MWA) Child Welfare

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Checklist for reporting concerns relating to child protection.

The Director will ensure the any Child Protection report is dealt with in accordance with MWA's complaints procedure.

Should the issue be a complaint against a representative of MWA, then the MWA Complaints procedure is to be used.

E. Register

MWA considers all child abuse reports to be serious incidents and will act accordingly to register any complaint or reported suspicion of child abuse, take and record action, and record, assess and report the outcomes in relation to any investigation in accordance with the complaints procedure.

F. Review

MWA will review this policy at least every three years.

Approved: 18 November 2020

Note:

Appendix A: Mission World Aid (MWA) Child Protection Code of Conduct

Appendix B: Mission World Aid (MWA) Child Welfare Checklist for reporting concerns relating to child protection



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Appendix A:

(adapted from: <http://www.families.sa.gov.au/pages/protectingchildren/>)

Mission World Aid (MWA) Child Protection Code of Conduct

Including Behaviours for a Child Safe Environment

And including declaration concerning Prevention of Sexual Exploitation, Abuse and Harassment

I, [insert name], as an employee (officer or volunteer) for MWA, or as a visitor / participant representing MWA, agree that:

- Caring for children and young people brings additional responsibilities for employees and volunteers of MWA and its partner organisations, and that all employees, volunteers and other representatives of MWA are responsible for promoting the safety and well-being of children and young people.
- And I will:
 - Adhere to MWA's Child Protection policy at all times and take all reasonable steps to ensure the safety and protection of children and young people
 - Treat everyone with respect and honesty (this includes staff, volunteers, students, children, young people and parents) regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
 - Remember to be a positive role model to children and young people in all my conduct with them including the use of age appropriate language and methods of communication and exclude any language or behaviour towards children that is harassing, abusive, sexually provocative, demeaning or culturally inappropriate
 - Set clear boundaries about appropriate behaviour between me and the children and young people that may be associated with MWA and its Partner organisations and their activities – boundaries help everyone to carry out their roles well
 - Not engage children in any form of sexual activity or acts, including paying for sexual services or acts, where under the law(s) applicable to the child (including Part IIIA of the Australian Crimes Act 1914 (Commonwealth) as amended), the child is below the age of consent or the act(s) are an offence under relevant laws
 - Ensure another adult is always present or in sight when I am with children, conducting one to one coaching, instruction, ablution or other activities
 - Not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
 - Not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible

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- Use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium
- Refrain from physical punishment or discipline of children (excluding my own children)
- Refrain from hiring children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- Not engage in rough physical games, or any inappropriate physical contact with children
- Not allow children any access to alcohol or drugs, or consume any alcohol or drugs when caring for or engaged with children
- Not develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
- Not do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes
- Comply with all relevant Australian and local legislation, including labour laws in relation to child labour
- Listen and respond appropriately to the views and concerns of children and young people
- Encourage children and young people to 'have a say' on issues that are important to them.
- Report suspected child abuse and neglect as soon as practicable to:
 - The Director of MWA, via the MWA office at +61 (0)8 3701256, or tony.scammell@ahopfan.com or in writing to PO box 1110 Stirling South Australia, 5152;
 - and if appropriate, to either
 - the South Australian Child Abuse Report Line (+61 13 14 78) for issues encountered in Australia
 - the Department of Foreign Affairs and Trade Child Welfare line (+61 2 6261 2318, childwelfare@dfat.gov.au) for issues encountered overseas
 - The responsible officer of the MWA partner organisation being visited
 - The local police.
- Assist as required to enable a quick, fair and transparent response to any serious complaints made by a child, young person or their parent/guardian, and provide feedback to both children and parents or guardians.
- Ensure that when photographing or filming a child for work related purposes, in which the child is identifiable through the photograph or film, I:
 - Before photographing or filming a child, assess and endeavour to comply with local traditions or restrictions for reproducing personal images

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- Before photographing or filming a child, obtain consent from the child or a parent or guardian of the child. As part of this I must explain how the photograph or film will be used
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- Ensure images are honest representations of the context and the facts
- Ensure file labels do not reveal identifying information about a child when sending images electronically.

Declaration:

I have read, understood and agree to comply with the Mission World Aid Inc Child Protection Policy including these Behaviours for a child safe environment, and the Child Welfare Checklist including ways of identifying and reporting serious concerns regarding Child Protection.

I have read and understood the Mission World Aid Inc PSEAH policy and confirm I will not engage in any form of transactional sex with primary stakeholders. I understand this to be any form of sexual activity in exchange for goods or services, money, employment or preferential treatment.

I understand the onus is on me, when engaged by or representing MWA to be alert and avoid actions or behaviours that could be construed as child abuse, sexual exploitation, sexual or other harassment, or bullying, and that I must immediately report any suspected cases to the Director of Mission World Aid.

Name of Inductee / Officer / Staff / Volunteer / Visitor:

Signature: _____ Date: _____

MWA witness: Name: _____

Signature: _____ Date: _____

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Appendix B:

**Mission World Aid (MWA)
Child Welfare Checklist for reporting concerns relating to child protection
(DFAT - amended)**

Reporting person(s) (Complainant)

- Name(s) of person(s) reporting the concern.

- Contact details of person(s) reporting the concern.

- Identity No. Passport No.

- Circumstances surrounding presence in the community

- Ethnicity / Gender

Type of Allegation (eg: child labour, physical harm, sexual abuse)

Date: _____ Time: _____

Location: _____

Signature: _____

Advised to Mission World Aid, Inc by:

Phone +61 8 370 1256..... Yes / No. Date: _____ Time: _____ Person: _____

Email: Admin@ahopfan.com Yes / No. Date: _____ Time: _____ Person: _____

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Information concerning the Child protection concern:

- Name(s) of person(s) at risk (Victim):

- Location, Contact details of person(s) at risk: _____
- Ethnicity / Gender / Age

- Passport Number: _____
- Identity Number: _____
- Marital Status: _____
- Names / location of family OR Names / address of Guardians:

- Person or people from whom serious harm is feared or alleged:
Name of accused: _____
Ethnicity: _____ Age _____ Gender _____
Physical Description: _____
Address: home _____
Phone / email: _____ - _____
Job title : _____
Organization /employer: _____
Work address: _____

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Incident

- Why serious harm is feared or alleged / description of the incident(s):
Date and time of incident(s):
Location of incident(s):
Names / Contact details of any witnesses:
Physical and Emotional State of the Victim:
Any current injury as a result of violence from the person/people from who serious harm is feared or alleged:
Any other current injury (regardless of cause) or illness:

Actions

- Have the police been contacted by the victim? YES NO
If yes, what happened? If no, does the victim want police assistance, and if not, why?
Has the victim been informed about available medical treatment? YES NO
If yes, has the victim sought Medical Treatment for the incident? YES NO
If yes, who provided treatment? What is the diagnosis and prognosis?
What immediate security measures have been undertaken for victim?
Who is responsible for ensuring the safety plan (Name, Title, Organisation):
Any physical harm suffered in the past from the person or people now creating fear including details:
Any physical harm threatened from those people in the past including details:
Any steps taken to date to secure protection of host country authorities:
Any help sought from non-government sources – family, friends, NGOs, religious organisations etc. and the result:
Any disputes relating to the feared harm currently being adjudicated by a judicial or other host country authority:

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Other Information

- Whether the individual is (or the persons from who harm is feared are) subject to any arrest warrants or other judicial/law enforcement orders in the host country, in Australia, or in a third country (whether or not related to the reasons for which temporary refuge is sought) :

- Involvement in any other ongoing legal proceedings (whether or not related to the reasons for which temporary refuge is sought) : _____
- If family is present in host country, are they aware that the child has sought or was intending to seek temporary refuge: _____
- Are local or host government officials aware that the child has sought or was intending to seek temporary refuge? If so, identify those officials. : _____
- What does the child want (e.g. to stay in the post facilities for a short period until a particular danger passes, until some reliable protection is available) : _____

- Has the Complainant been informed about the Organisation's procedures for dealing with complaints? YES
NO
- Signature/thumb print of Complainant signalling consent for this form to be shared with the relevant management structure*:
- Complainant's consent for data to be shared with other entities (check any that apply):
- Police Project leader (name).
- Community Services agency (name) Health Centre (name)

Reporting child abuse to local authorities in 140+ countries can be done by accessing the International Child Abuse Helpline database at:
<https://www.childhelplineinternational.org/child-helplines/child-helpline-network/>

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