

# Child Safe Code of Conduct



## FOR TRANSFORM AID INTERNATIONAL (TAI) REPRESENTATIVES:

- EMPLOYEES
- VOLUNTEERS, INTERNS AND WORK EXPERIENCE STUDENTS
- BOARD MEMBERS
- CONTRACTORS AND CONSULTANTS
- SUPPORTERS OF TAI AND TAI'S SUBSIDIARIES

TAI is committed to the safety and wellbeing of all children and/or young people participating in TAI activities and TAI funded activities (Australian based and/or overseas). We support the Rights of the Child and will act without hesitation to ensure a child safe environment is maintained at all times.

A child or young person is a person under the age of 18 years. This includes any child a TAI representative comes into contact with including attendees or participants in TAI or TAI funded events or activities (in Australia and overseas), visitors to TAI's offices and TAI supporters under the age of 18 years.

I, \_\_\_\_\_, agree that whilst representing Transform Aid International, I must:

- Treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- Not engage children under the age of 18 in any form of sexual intercourse or sexual activity
- Ensure that, wherever possible, another adult is present when I am in contact with children involved in TAI activities or TAI funded activities in Australia and overseas
- Encourage children, parents/guardians, community members, implementing partner organisation representatives and representatives of TAI to raise concerns of child exploitation and/or abuse
- Not invite unaccompanied children that participate in TAI activities or TAI funded activities into my place of accommodation, 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 manager's permission, and ensure that another adult is present (if possible)
- Use computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children, or access child exploitation material through any medium
- Not use physical punishment or discipline of children participating in TAI activities or TAI funded activities
- Comply with all relevant Australian and local legislation, including labour law in relation to child labour.
- Immediately report concerns or allegations of child exploitation or abuse and policy non-compliance in accordance with TAI Child Safe Reporting Process
- Immediately inform my manager of any concerns that my words, actions or behavior in any situation may be considered to breach the Child Safe Policy and Code of Conduct
- Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with TAI that relate to child exploitation and abuse
- Not knowingly link any Child Partner with a supporter who is known to intend harm to a child.

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Transform Aid  
INTERNATIONAL

- Not knowingly provide any identifying information about a child to a supporter
- Not develop inappropriate relationships with any child who participates in TAI activities of TAI funded activities. This includes having contact with a child who is a supporter or volunteer through personal telephone, email or social media accounts.
- Ensure children involved in TAI activities or TAI funded activities are well informed of the process and have provided consent for any photos/film or stories gathered.
- Not publish undignified\* photos taken of children in Transform Aid International programs in social media.

\* Undignified:

- Images should be decent and respectful and not present people as victims.
- Images should not depict people in a vulnerable or submissive manner.
- People (especially children) should be adequately clothed in photographs and not in poses that could be interpreted as sexually suggestive.
- Paternalistic images should be avoided, e.g. portraying the agency/donors as the 'providers'.
- Photographs should be used in context and should be a true representation of events.

## USE OF CHILDREN'S IMAGES FOR WORK RELATED PURPOSES

When photographing or filming a child for work related purposes, I must:

- Assess and endeavour to comply with local traditions before photographing or filming a child
- Obtain informed consent from the child and parent / guardian before photographing or filming a child. As part of this I must explain how photographs and / or video will be used.
- Ensure that photographs, film, videos and DVD 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 an honest representation of the context and the facts.
- Only use images that are relevant to the organization or implementing partner's activities and services, such as children participating in an activity specifically associated with the organization or implementing partner.
- Not produce photographs, films, videos or DVDs that contain identifying information about children for example, show a school uniform, a document with a child's name, address, telephone number or location.
- Ensure file labels, text descriptions and metadata do not reveal identifying information including GPS location data about the child when sending or publishing images electronically.

I UNDERSTAND THAT THE ONUS IS ON ME, AS A REPRESENTATIVE OF TAI, TO USE COMMON SENSE AND AVOID ACTIONS OR BEHAVIOURS THAT ARE, OR COULD BE CONSTRUED TO BE CHILD EXPLOITATION OR ABUSE.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_