

Document Name:	Child Protection Guidelines and Procedure		
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1. Introduction

Child abuse is a global problem and can occur as physical abuse, psychological and emotional abuse, sexual abuse, neglect and being forced to live with family violence. Children living in poverty are more at risk of child sexual exploitation and abuse. Humanitarian emergencies, war and natural disasters also present extreme risks for children who are most severely impacted because this puts them in vulnerable situations.

As an international development and humanitarian agency, Caritas Australia places paramount importance on the rights and well-being of the children we come in contact with through our programs and we ensure that our intervention does not inadvertently put children at risk to any form of exploitation and abuse.

2. Purpose of these guidelines

Caritas Australia has developed the following Child Protection Guidelines and Procedures to give greater emphasis and commitment to the issue of protection in order to minimise the risks to children in the delivery of Caritas Australia's programs and activities both in Australia and overseas.

Caritas Australia aims to create 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, including Caritas Australia's representatives and partner agencies.

Caritas Australia's Child Protection Guidelines and Procedures aim to protect children, as well as its representatives, through outlining systems and mechanisms for awareness raising, training, prevention, reporting and responding to child protection issues.

3. Scope

This Policy Statement applies to all Caritas Australia employees, volunteers and other key stakeholders engaged directly or indirectly by Caritas Australia to deliver programs and services that involve contact with children, or who, in the course of their employment or association with Caritas Australia, may have contact with children, including contractors and their sub-contractors and consultants, advisers and contracted individuals.

4. Implementation

The Caritas Australia Child Protection Officer is responsible for ensuring that the Caritas Australia Child Protection Policy Statement, Guidelines and Procedures and related child protection training programs are implemented in an appropriate manner and monitored and evaluated on a regular basis. This includes ensuring that regular risk assessments are undertaken of procedures related to Australian-based and international programs and activities and that appropriate action is taken in relation to investigating and reporting any breach of the Caritas Australia Child Protection Code of Conduct or a suspected breach of that Code.

Until further advised, the Caritas Australia Child Protection Officer is the person appointed in a substantive or acting or higher duties capacity to the role of Head of International Programs. That position holder will also be the focal point for safeguarding issues in Caritas Australia and will be assisted in the discharge of their duties and responsibilities as the Child Protection Officer by:

- The person appointed in a substantive or acting or higher duties capacity to the role of Head of Engagement and Sustainability who will as directed by or in consultation with, the Child Protection Officer, take all reasonable steps to ensure that children with whom Caritas Australia staff and others as defined in paragraph 2 of this Code of Conduct have contact with in the course of undertaking Caritas Australia programs or activities are protected.
- Appropriate staff employed within the International Programs Team, including staff employed within the Program Effectiveness, Accountability and Learning Group whose Position Descriptions contain references to Child Protection, policy development and program design, monitoring and evaluation responsibilities

- Appropriate staff employed within the People and Culture Team whose Position Descriptions contain references to the management of staff discipline processes
- Appropriate staff employed within the Corporate Services Team whose Position Descriptions contain references to the reporting of risks associated with Caritas Australia programs and activities that involve children.
- Appropriate staff employed within the Advocacy and Communications Team whose Position Descriptions contain references to use of images and stories

Caritas Australia will implement the Child Protection Guidelines and Procedures and manage the risks to children accessing Caritas Australia programs/projects at 3 levels:

(1) Within Caritas Australia - including Caritas Australia staff and others

Caritas Australia will ensure that there is a coordinated approach with line managers leading the promotion of and commitment to effective child protection mechanisms within the agency. Specifically we commit to:

- Improve awareness on child protection issues for staff and others and how risks will be managed throughout the course of Caritas Australia’s international and domestic work, including use of child images to educate or promote our work.
- Strengthening internal recruitment and screening processes for both domestic and internationally-based staff and others.
- Regularly review, and where appropriate, enhance the Child Protection Code of Conduct and ensure the compliance of staff and others with the Code of Conduct.
- Enhance internal procedures for handling child abuse related issues and ensure the awareness of such procedures to staff and others.
- Ensure Information Technology policy on use of communication devices covers child pornography and the use of images of children.
- Ensure the policy and procedures on visual images and stories provides clear guidance for protection of children.
- Regular review of the Child Protection Policy Statement, Child Protection Guidelines and Procedures and the Child Protection Code of Conduct.

(2) Partnership level

Caritas Australia will take reasonable care to ensure that child protection is integrated into our work with partners and other stakeholders.

Where appropriate, Caritas Australia will, under the guidance and direction of the Child Protection Officer and appropriate staff, provide partners with the necessary support to meet the minimum requirements and enable them to promote child safe environments in the delivery of aid and development activities.

Caritas Australia will document in formal agreements with our partners, our requirements with regards to the protection of the children that partners have contact with in the delivery of humanitarian and development activities. Specifically we commit to:

- Ensure partners in contact with children have appropriate policy and internal procedures to prevent abuse of children.
- Ensure partners are aware of Caritas Australia's Child Protection Policy Statement, Child Protection Guidelines and Procedures, the Child Protection Code of Conduct and their responsibilities in relation to these documents. This will be achieved by sharing with partners these documents, working with partners to ensure their understanding of Child Protection obligations and responsibilities, supporting them in promoting child protection in their work, as well as, making them accountable through reviews. Where necessary Caritas Australia will support awareness training for partners on child protection and managing risks.
- Ensure partners have robust procedures for recruitment and screening of staff.
- Ensure partners have procedures in place on what to do (e.g. what to report, how to report, who to report to, etc) when an allegation of abuse exists in their target communities which may or may not involve staff members or their volunteers, consultants, etc.
- Ensure partners have internal procedures for handling complaints related to child abuse alleged to have been committed by staff members, volunteers, consultants, and others that have an involvement with the partner in relation to Caritas Australia programs and activities that bring them into contact with children or that may bring them in contact with children.
- Ensure partners have staff training plans for new and existing staff on the Caritas Australia Child Protection Guidelines and Procedures and the Child Protection Code of Conduct and or other own Child Protection Policy and Code of Conduct.
- Ensure partners have a Child Protection Code of Conduct for staff that meets the minimum standards set by Department of Foreign Affairs and Trade (DFAT) and Caritas Internationalis (CI).
- Ensure partners are committed to protecting children from all forms of harm in the course of their work.
- Ensure partners are aware of local child protection laws which prohibit the sexual abuse and exploitation of children including but not limited to sex tourism, child sex trafficking, child labour and child pornography.
- Ensure that all activities do not directly or indirectly support organisations and individuals associated with illegal/corrupt practices in child exploitation including child sex tourism.
- Enhance partner appraisals and review processes to ensure that the organisations we partner with are committed to child protection.

(3) Project/Program level

Caritas Australia will ensure that child protection is integrated in projects/programs it supports. Specifically, we commit to:

- Enhance project appraisal processes and ensure they cover assessment of likely risks to children and how the risk will be managed
- Where appropriate, mainstream child protection and child rights in projects – at least at (promoting) awareness level

- Ensure risks to children are managed in emergency situations using best practice.
- Risks are identified and monitored by staff during project monitoring visits

The Caritas Australia Child Protection Officer is responsible for ensuring compliance in relation to the documents and objectives encompassed within the three levels set out above.

5. Definitions

Duty of Care	Duty of Care is a common law concept that refers to the responsibility of the organisation to provide children with an adequate level of protection against harm. It is the duty of the organisation to protect children from all reasonably foreseeable risk of harm or injury.
Child and Young Person	Caritas Australia uses the United Nations Convention on the Rights of the Child (UNCRC) definition of a child, which is any person under the age of 18, regardless of whether a nation's laws recognise adulthood earlier.
Child Protection	Is the term used to describe the responsibilities and activities undertaken to prevent or stop children being abused or maltreated.
Child Protection Officer	Caritas Australia Child Protection Officer means the Head of the International Programs Team. The Child Protection Officer is responsible for ensuring implementation of the Caritas Australia Child Protection Guidelines and Procedures as set out in Section 4 Implementation above, and for ensuring that appropriate action is taken to deal with and/or report to appropriate agencies, incidents of Child Abuse, incidents of suspected child abuse or breaches of the DFAT Code of Conduct promptly. These actions will be done in accordance with these procedures and related Caritas Australia Child Protection documents and standards which accord with standards and guidelines issued by relevant authorities including the DFAT and relevant legislation (see Section 6 Relevant Legislation and Section 7 Related Policies and Documents, below).
Safeguarding	In Caritas Australia, Safeguarding refers to the actions, policies and procedures that create and maintain protective environments for all, including our staff, partners and beneficiaries, particularly those that are most vulnerable to exploitation, abuse or exclusion. Safeguarding includes prevention, mitigation, response and feedback and complaints handling mechanisms.
Abuse (Child Abuse)	Abuse (Child abuse) occurs when adults or other children hurt children or young people under the age of 18, either physically, sexually, emotionally, psychologically or in some other way. Child abuse includes physical, sexual, emotional, neglect, bullying, child labour and domestic violence. In the

	majority of cases, the abuser may be someone the child or young person knows well, such as a parent, friend or relative.
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Child Abuse includes:

- **physical abuse**—the use of physical force against a child that results in harm to the child. Physically abusive behaviour includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning
- **neglect**—the failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing
- **emotional abuse**—refers to a parent or caregiver’s inappropriate verbal or symbolic acts toward a child, or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability. Such acts have a high probability of damaging a child’s self-esteem or social competence
- **sexual abuse**—the use of a child for sexual gratification by an adult or significantly older child or adolescent. Sexually abusive behaviours can include fondling genitals; masturbation; oral sex; vaginal or anal penetration by a penis, finger or any other object; fondling breasts; voyeurism; exhibitionism; and exposing the child to, or involving the child in, pornography
- **ill-treatment**—disciplining or correcting a child in an unreasonable and seriously inappropriate or improper manner; making excessive and/or degrading demands of a child; hostile use of force towards a child; and/or a pattern of hostile or unreasonable and seriously inappropriate degrading comments or behaviour towards a child
- **grooming** — generally refers to behaviour that makes it easier for an offender to procure a child for sexual activity. For example, an offender might build a relationship of trust with the child, and then seek to sexualise that relationship (for example by encouraging romantic feelings, or exposing the child to sexual concepts through pornography)
- **online grooming**— The act of sending an electronic message to a child, 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 a child.
- **child exploitation** — includes one or more of the following:
 - 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

Abuse may be current or recent, or in some cases historical, i.e. an adult may disclose sexual abuse that took place when they were a child. Abuse may be carried out by adult men or women, or by immediate family members or relatives of the child or other young people.

There are some groups of children and young people who are particularly vulnerable; children with disabilities are among these, and children from ethnic minority communities who may be particularly vulnerable if their communities suffer from violence, natural disasters or discrimination. Children who are refugees, asylum seekers and children living in residential care are also among these groups. Abuse may also take place in families in which there is alcohol or drug abuse, domestic violence or mental health problems.

6. Relevant legislation

Australian:

- Criminal Code Act 1995, Divisions 272, 273 and 474
- Crimes Act 1914

State and Territory:

New South Wales	Child Protection (Working with Children) Act 2012 Children and Young Persons (Care and Protection) Act 1998 No 157 Privacy and Personal Information Protection Act 1998 No 133 Advocate for Children and Young People Act 2014 No 29 Child Protection (Offenders Registration) Act 2000 No 42
Victoria	Children, Youth and Families Act 2005 Working with Children Act 2005
Queensland	Commission for Children and Young People Child Guardian Act 2000
Western Australia	Working with Children (Criminal Record Checking) Act 2004 Children and Community Services Act 2004
Tasmania	Education and Care Services National Regulations 2011 Education and Care Services National Law (Application) Act 2011
South Australia	Children's Protection Act 1993
Australian Capital Territory	Working with Vulnerable People (Background Checking) Act 2011 Children and Young Persons Act 2008
Northern Territory	Care and Protection of Children Act 2007

International Child Protection Instruments that Australia is a Signatory to:

- United Nations Convention on the Rights of the Child
- Optional Protocol to the United Nations Convention on the Rights of the Child on the sale of children, child prostitution and child pornography
- Optional Protocol to the United Nations Convention on the Rights of the Child on the involvement of children in armed conflict
- Geneva Declaration of the Rights of the Child
- International Labour Organisation Convention 182 Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour

7. Related policies and documents

- Department of Foreign Affairs and Trade (DFAT) Child Protection Policy December 2017
- ACFID Code of Conduct - Effective 1 June 2017
- Caritas Australia's Recruitment and Selection Procedure – October 2018
- ACBC Privacy Policy – 11 April 2017
- Caritas Australia's EEO Guidelines
- ACBC Bullying & Harassment Policy
- ACBC Employee Assistance Program
- Caritas Internationalis Child Protection Policy Framework
- Caritas Australia Child Protection Policy Statement – June 2018
- Caritas Australia Child Protection Code of Conduct – June 2018
- Guidelines for staff using Social Networking for business-related activities and personal use
- Policy and procedures for use of images and stories – October 2018
- Guidelines for Photo Release – staff partners photographers
- Photography Guidelines – for photographers
- How to Prepare a Photographer for Staff
- Release Form – for photos film artwork interviews

8. Caritas Australia's internal procedures

(A) Use of Children's Images

Caritas Australia will at all times portray children with dignity and respect and should not in any way endanger or stigmatise the people that they include in images. Caritas Australia's policy and procedures on Visual Images and Stories must be consulted for more comprehensive information on the taking, use and management of images of children. The guidelines on the use of children's images include:

- Images of children should be presented in a dignified manner
- Photographic images should be respectful and not present children as victims. Children should be adequately clothed in photographs and not in poses which depict them in a vulnerable, submissive or sexually suggestive manner.

- Photographs should be used in context, should be an honest representation the context and the facts.
- Where children’s images are to be used, obtain informed consent from the child and respective guardians. Their parent or guardian’s consent should be obtained in writing, where possible and children should be portrayed as part of the community. Details must be provided as to how and where this image may be used.
- Images accompanying stories of specific projects should be of the mentioned project.
- Local cultural/social traditions should be assessed regarding restrictions for reproducing personal images.
- Children’s identities should be protected by not using children’s surnames or their family’s surnames and by avoiding the use of children’s first names, changing the name to a culturally appropriate pseudonym where possible, ideally agreed on location when the story or image is collected.
- Children’s identities should also be protected by not including in images or stories about children any information that could identify specific locations relevant to the child (e.g., village name, school name). When photographic images are taken, ensure that location information is not digitally embedded in digital image files. This includes turning off location monitoring capacity on smart-phones (for example, on an iphone turn off ‘Location Services’ under the ‘Privacy’ settings) before photographs are taken.
- Images should be shared in the most secure way possible. Images sent electronically should be carefully protected, ensuring that file labels and other digital information in the image file do not reveal identifying information about the child.
- Where children’s images are obtained via secondary sources, written consent from both the secondary source and the key person/s in the image should be obtained.
- All photographers/cinematographers will be screened for their suitability. Those working or in contact with children in Australia will undergo National Criminal History Check or Working with Children Check. Those who may work outside of Australia must provide a current National Criminal History check and a criminal record check for all countries in which the individual has lived for 12 months or longer over the past five years and for all countries of citizenship.
- Photographers/cinematographers are to be provided with the following relevant documents as attachments to their contractor agreements:
 - Guidelines for Photo Release – staff partners photographers
 - Policy and procedures for use of images and stories
 - Photography Guidelines – for photographers
 - Release Form – for photos film artwork interviews
- Partners will be provided with the document ‘How to Prepare a Photographer’

(B) Recruitment Practices

Caritas Australia is committed to child safe recruitment practices, particularly for those staff that will be in direct contact with children. This is evidenced in our Recruitment and Selection Guidelines and Procedures.

In addition:

- Caritas Australia will promote our child safe commitment on our website, and all job advertisements.
- Interview questionnaires and reference check questionnaires for roles that will have contact with children contain targeted behavioural questions on child protection.
- All Caritas Australia staff and others will be provided with a copy of the Child Protection Policy Statement and Child Protection Guidelines and Procedures documents prior to engagement. On commencement of work, staff and others will be required to sign a copy of the Child Protection Code of Conduct in acknowledgement that they have read the documents and will comply with Caritas Australia's requirements.
- If relevant checks undertaken reveal that any employee, potential employee or others is prohibited from working with children, their employment or engagement with Caritas Australia will be immediately terminated.
- A national criminal history record check conducted through the Catholic Commission for Employment Relations will be undertaken for all Caritas Australia staff and others of Australian citizenship or other nationals who are to be employed in Australia and who will be engaged in child related activities. A NSW Working with Children Check or its equivalent in other states (where it exists) will also be conducted for staff being employed in Australia, where their employment position will require them to be in contact with children.
- Consultants and contractors engaged by Caritas Australia must provide an Australian Federal Police Certificate that has been obtained within the last 12 months. If the consultant has worked in many countries during that period, a criminal history record check clearance will be required for each country. Caritas Australia adheres to the DFAT requirement that criminal record checks be undertaken for all countries in which the individual has lived for 12 months or longer over the past five years and for all countries in which the individual holds citizenship.
- In the case of genuine difficulties being experienced in obtaining criminal history record checks in countries where corruption impedes accurate information, additional targeted behavioural interview and reference check questions and background checks will be required along with a Statutory Declaration or local legal equivalent document attesting to the suitability of the person to work in a role that has contact with children.
- Caritas Australia's employment contracts contain provisions for dismissal, suspension or transfer to other duties for any employee who breaches the child protection code of conduct.

(C) Child Abuse Reporting Procedures and How to Respond to Cases of Suspected Abuse

i. Dealing with Disclosures

Caritas Australia recognises that disclosures (i.e., when a specific allegation of abuse is made against a named individual) and suspicions (i.e., when concern is expressed about abuse that may have taken place, past or present) should always be investigated and acted upon swiftly,

making the welfare of children the paramount consideration. Refer 'Reporting Form for Suspicions of Abuse' at end of this document.

Any information offered in confidence should be received on the basis that it will be shared with relevant people: this might include the relevant senior manager, the Child Protection Officer and the Chief Executive Officer (CEO) in Caritas Australia and/or partner, where appropriate. Parents or caregivers will also be informed, if appropriate, based on a determination made by the Child Protection Officer. Apart from this, confidentiality should be carefully observed at all times including after the matter has been dealt with and specifically in relation to documents created in relation to the handling or processing of the matter.

If any member of staff or others suspects child abuse, or if a child or young person makes a disclosure, the following steps should be taken immediately:

- If the allegation is in relation to the CEO then the matter must immediately be reported to the Chair of the Caritas Australia's National Council.
- If the allegation relates to a child who is resident in Australia or there are reasonable grounds to suspect that a child in Australia may be at risk, after the Child Protection Officer will report the matter to the relevant state child protection authorities.
- If an allegation of child abuse as defined in these Guidelines is reported as taking place in another country and involving an Australian citizen or national, the allegation will be reported to the Australian Federal Police by the Child Protection Officer.
- If the allegation involves a non Australian citizen and the child is overseas, Caritas Australia will provide support to the partner in reporting the incident to the relevant government departments and agencies in the country concerned and to DFAT.
- In all reports of suspected child abuse as defined in these Guidelines, the person reporting the matter must report the incident or suspicion within 24 hours following the mandatory reporting requirements in whichever country the work is being carried out to the relevant senior manager, e.g. the CEO, the Child Protection Officer or the Country Representative and to DFAT.

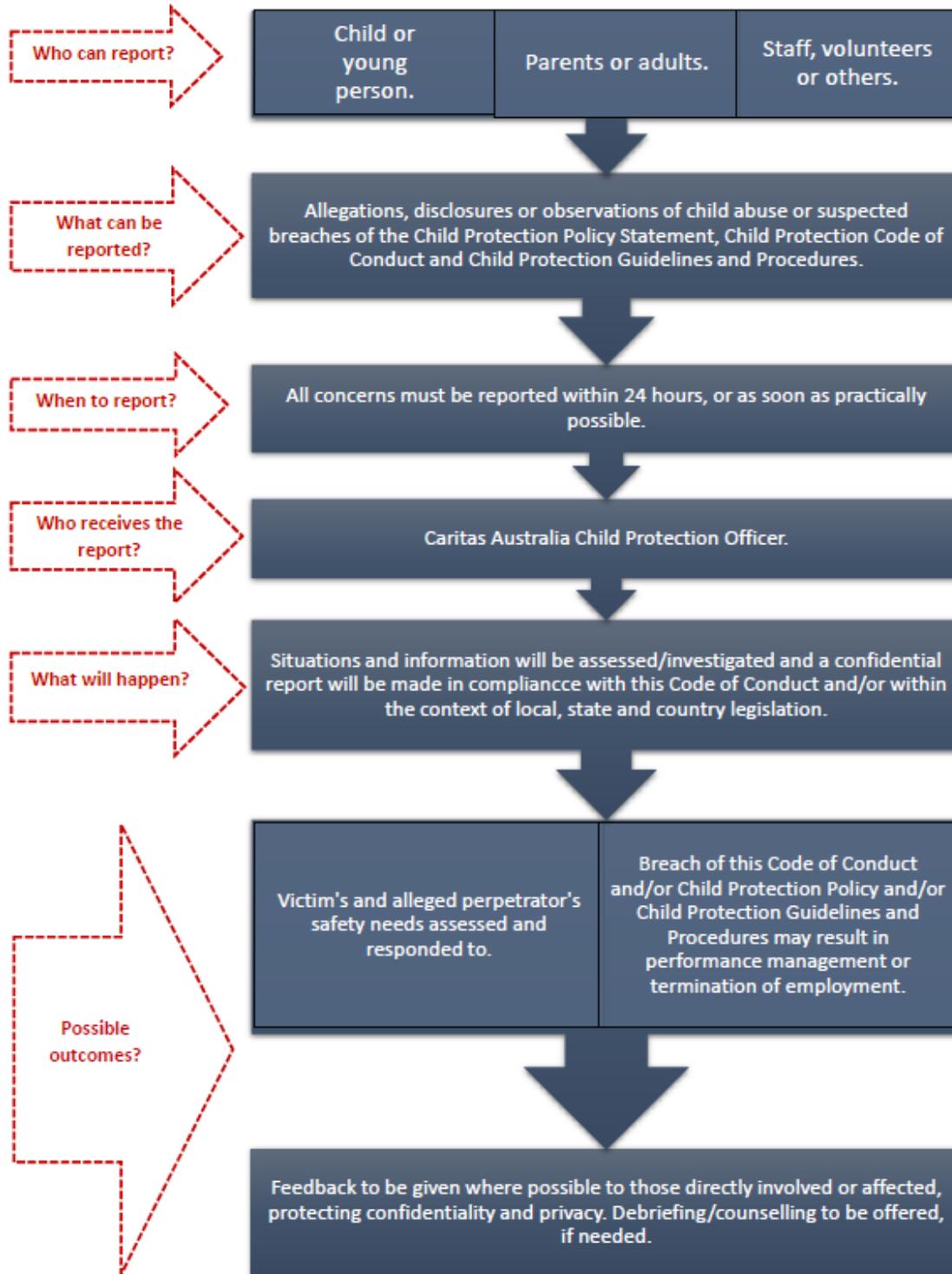
In Australia, the report of the incident or alleged incident must be made to the Child Protection Officer who will conduct or arrange an internal investigation in a timely manner and may involve external legal, mediation or expert advice if required.

If a child or young person tells you they are being, or have been, abused:

1. Accept what the child or young person says but don't ask any probing or leading questions – leave that to child protection professionals or the police.
2. Take the alleged abuse seriously but do not promise that you can "fix" anything.
3. Reassure the child or young person that they have done the right thing by telling you.
4. Let the child know you need to tell someone else. Do not promise total confidentiality. Let the child or young person speak freely but do not press for information
5. Let the child or young person know what you are going to do next and that you will let them know what happens.

6. Record carefully what you have heard while it is still fresh in your mind. Include attendance, date, time and place of your conversation and any incident disclosed. Date and sign anything you write and number the pages. If you do not have access to a computer, take care with handwriting. When writing what the child said, try and be as accurate as possible and use inverted commas to make clear what the child said, rather than your interpretation of what the child said. If you are going to give your opinion or assessment put it under a separate heading so as not to confuse the facts with an opinion.
7. Report in as much detail as possible and without delay to Caritas Australia Child Protection Officer using the Child Protection Reporting Form for Suspected Abuse enclosed in this Procedure document.

Child Protection Reporting Process



ii. How Caritas Australia will act in cases of Suspected Abuse

- If a member of staff is the subject of an allegation of child abuse and/or abuse of humanitarian aid, that staff member will be asked to take leave from their duties on full pay until an investigation has been completed.
- It should be made clear that taking leave from ordinary duties pending investigation of the matter does not imply guilt, but rather protects all parties whilst an investigation is undertaken.
- Confidentiality of all persons involved in any complaint or investigation process is paramount.
- No action will be taken against staff or others who report in good faith information indicating perceived misconduct of a staff member or other person.
- Allegations of alleged criminal behaviours involving children will be referred to the police or relevant law enforcement agencies prior to investigating by Caritas Australia. Once authorised by the police or law enforcement agency, Caritas Australia will conduct an investigation of the allegation.
- Where it is established that abuse has taken place, the employee will be subject to disciplinary action and penalties up to and including dismissal.
- Where it is established that abuse has not occurred, steps will be taken to sensitively reinstate the staff member without delay. If it is found that the allegation was vexatious, appropriate action in relation to the person making the allegation will be taken.
- If a staff member of partner agency is the subject of an allegation of child abuse, the Executive Director and the board of that agency will be notified. It is expected that the partner agency guidelines and procedures for dealing suspected abuse would apply. The partner agency will be required to report the incident to the relevant authorities.
- If the subject of child abuse allegation is a member of the community or other local person, the head of the partner agency or other relevant authorities will be notified and supported to pursue justice for the child.

(D) Involving Children and Young People

Children will also be informed of appropriate reporting procedures if they have concerns about a Caritas Australia staff member or other representative of the organisation.

(E) Educating the Organisation on Child Abuse, the Child Protection Policy Statement, Child Protection Guidelines and Procedures and the Child Protection Code of Conduct

Caritas Australia is committed to the education of staff and others in the Child Protection Policy Statement, the Child Protection Guidelines and Procedures and the Child Protection Code of Conduct. The following mechanisms will be employed:

- Caritas Australia will, under the direction of the Child Protection Officer, provide annual agency wide training and information sessions on the Child Protection Policy Statement, Child Protection Guidelines and Procedures, Child Protection Code of Conduct, Risk Management, Reporting Procedures and the definitions and signs and symptoms of child abuse.

- Caritas Australia is committed to ensuring partners are aware of our Child Protection Policy Statement, Child Protection Guidelines and Procedures, Child Protection Code of Conduct and local Child Protection laws which prohibit the sexual exploitation and abuse of children including child sex tourism, child sex trafficking, child labour and pornography.

9. Reviewing the child protection guidelines and procedures

Caritas Australia's Child Protection Guidelines and Procedures will be reviewed every three years. The Head of International Programs as the designated Child Protection Officer will be consulted in this process.

10. Document Control and Version Table

Version No.	Date Approved	Approved By	Description of Changes
D4.0	Sep 2005	n/a	Original publication
D4.0	Feb 2007	n/a	Revised publication
D4.0	Apr 2010	CEO	Revised publication
n/a	May 2012	CEO	Revised publication
n/a	Nov 2014	CEO	Revised publications to incorporate the change to DFAT & updated legislation, updated logo
CA-PC-PRO-12 v2.0	28 Jun 2018	National Council	Revised to incorporate DFAT policy requirements, add Child Protection Reporting Process and to explain the responsibilities of the Child Protection Officer
CA-PC-PRO-012 v2.1	30 Oct 2018	National Council	Revised publication incorporates references to visual images and grooming behavior
CA-PC-PRO-003 v2.2	2 Nov 2018	People and Culture	Re-numbered document number to be consistent with Policy and Procedure Development Framework



About You
Name:
Your role in Caritas Australia:
Contact phone number:
Email:
Details of any other organisation involved:
Your relationship to the child or young person concerned:
General Information
Country:
Location:
Partner in location (if applicable):
Caritas Australia Program this relates to:
Please indicate the most appropriate descriptor (if applicable): <input type="checkbox"/> Caritas Australia employee, volunteer, contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> NGO employee, volunteer, contractor <input type="checkbox"/> Australian Citizen or Permanent Resident <input type="checkbox"/> DFAT employee
Nature of the report: <input type="checkbox"/> Sexual Abuse and/or exploitation <input type="checkbox"/> Breach of Child Protection Policy <input type="checkbox"/> Physical abuse <input type="checkbox"/> Breach of Code of Conduct <input type="checkbox"/> Neglect <input type="checkbox"/> Inappropriate use of images <input type="checkbox"/> Other _____
Details of Person(s) against whom the allegation has been made (if applicable)
Name(s):
Sex:
Position(s):
Contact details (if known):
About the Child / Young Person(s)
Name(s):
Sex(s):
Age(s):
Address(s):
Who does the child or young person live with?

About Your Concern	
Nature of concern / allegation:	
How did you come to have a concern?	
Was abuse observed or suspected?	
Date, time and place of any incident(s) or when the concern came to your attention:	
Was an allegation made?	Did a child disclose abuse?
If a child disclosed abuse, write down exactly what the child said, and what you said:	
Observations made by you (e.g. child's emotional state, any physical evidence):	
Any other relevant information (e.g. disability, language)	
Were other children involved or aware?	
Who have you reported this incident to?	
Time and date of reporting:	
Advice received from person(s) to whom the report was made:	
Action taken: a) by you b) by the person to whom you reported the incident Current Situation: Is the child still in danger of abuse or neglect and if so in what way?	
Declaration of Disclosure	
I state that in making this disclosure, the information set out above is to the best of my recollection true, accurate and correct.	
Name of Person relaying this disclosure: (Print): _____	
Signature of Person relaying this disclosure: _____ Date: _____	
Forward by Post: The Child Protection Officer Caritas Australia 24-32 O'Riordan St, Alexandria NSW 2015, Australia	Scan and email: The Child Protection Officer: Childprotection@caritas.org.au