



POLICY

CHILD & VULNERABLE BENEFICIARY PROTECTION POLICY

Change begins with Education

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CHILD & VULNERABLE BENEFICIARY PROTECTION POLICY

1. INTRODUCTION AND PREAMBLE

SeeBeyondBorders is a not-for-profit organisation that is registered as a charity in Australia and the UK, and operates as a registered international non-government organisation in Cambodia. Our vision is to provide Cambodian children with access to quality teaching and learning at school.

SeeBeyondBorders' staff, volunteers and program participants work in schools with teachers, children and young people, therefore it is imperative that the organisation has a clearly defined child protection policy and effective procedures that govern all three SeeBeyondBorders entities.

2. PURPOSE OF THE POLICY

SeeBeyondBorders is committed to the protection and safeguarding of all children and vulnerable beneficiaries from all forms of harm and abuse and this policy sets out what we will do in our sincere endeavour to prevent this. In particular, the safety and wellbeing of the children and vulnerable beneficiaries coming into contact with SeeBeyondBorders' programs is of paramount concern.

SeeBeyondBorders recognises the definition of safeguarding to encompass protecting children from maltreatment, preventing impairment of children's health or development, and ensuring children grow up in safe circumstances and these values are the basis for this Policy. Our activities related to child protection, as outlined in this Policy, aim to protect children and vulnerable beneficiaries suffering, or being at risk of suffering, significant harm.

SeeBeyondBorders recognises the risk of child and vulnerable beneficiary abuse exists and believes a key mitigating factor is the recruitment process for all Personnel. The policy covers recruitment and screening of SeeBeyondBorders' Personnel, child and vulnerable beneficiary protection education and training, risk management, Code of Conduct, photography and filming of children and vulnerable beneficiaries, and policy management. We support the rights and welfare of SeeBeyondBorders' Personnel and encourage their active involvement in ensuring safe and respectful environments whilst engaged in any SeeBeyondBorders activities.

3. SCOPE OF THIS POLICY

This policy applies to all SeeBeyondBorders Personnel, defined as including SeeBeyondBorders program participants, staff, Board members and associates, service providers and contractors, and volunteers and interns. This policy also applies to other individuals and third parties who through their association with SeeBeyondBorders may visit our development partners overseas (i.e. donors, Australian and UK Partner Organisations).

4. GUIDING PRINCIPLES

The SeeBeyondBorders Child & Vulnerable Beneficiary Protection Policy has five guiding principles:

- Zero tolerance of abuse and exploitation:
Abuse and anything else that causes harm to children, young people and vulnerable beneficiaries is not tolerated by SeeBeyondBorders, nor is possession of or access to child

pornography.

➤ Recognition of children's interests:

SeeBeyondBorders is committed to upholding the rights of children and recognises that some children, such as children with disabilities and children living in areas impacted by disasters (natural or conflict based), are particularly vulnerable.

➤ Shared responsibility for child and vulnerable beneficiary protection:

To effectively manage risks to children and vulnerable beneficiaries, SeeBeyondBorders requires the active support and cooperation of all its Personnel. SeeBeyondBorders Personnel must comply with this policy and will be held accountable for complying with it.

➤ Use of a risk management approach:

Careful management can reduce the incidence of child and vulnerable beneficiary abuse associated with aid activities. This policy introduces strategies for minimising a range of recognised risks to children and vulnerable beneficiaries.

➤ Duty of Care:

SeeBeyondBorders recognises its Duty of Care responsibilities and takes all reasonable steps to safeguard the children and vulnerable beneficiaries in its programs.

5. DEFINITIONS

Child and young person

In accordance with the United Nations Convention on the Rights of the Child (1989), SeeBeyondBorders defines a child or young person as any person below the age of 18 years, regardless of local laws or other definitions.

Abuse

Abuse includes physical abuse, emotional abuse, neglect, exploitation or sexual abuse.

Both boys and girls, women and men can be the victims of abuse, and abuse can be inflicted on a child or other vulnerable person by men, women and other children.

- *Physical abuse* occurs when a person purposefully injures, or threatens to injure, a child or vulnerable beneficiary. This may take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing.
- *Emotional or psychological abuse* occurs when a child or vulnerable person is repeatedly rejected and/or intimidated through verbal and/or non-verbal means. This may involve insults, taunts, threats, isolation and ridicule.
- *Sexual abuse* occurs when an adult, more powerful child, or adolescent, uses his or her power to involve a child or vulnerable person in, or expose them to sexual activity. That coercive power can be physical, verbal or emotional. Sexual activity includes a wide range of behaviour from inappropriate touching or fondling, grooming behaviour, exposing a child to pornography to having sex with a child.
- *Neglect* is the continual and deliberate failure to provide a child or vulnerable person with the conditions essential for their physical and emotional development and well-being, or failure to address issues around health and illness.

Protection

An activity or initiative designed to protect children/ vulnerable beneficiaries from any form of harm, particularly arising from abuse. Child Protection is an activity that contributes to successful safeguarding.

Duty of care

Duty of care is a common law concept that refers to the responsibility of the organisation to provide children and vulnerable beneficiaries who are participating in SeeBeyondBorders' programs with an adequate level of protection against harm. It is the duty of the organisation to ensure that there is no negligence on their part and to protect children and vulnerable beneficiaries from all reasonably foreseeable risk of injury.

Safeguarding

Safeguarding is a broader term than Child Protection. It is the process of protecting children and vulnerable beneficiaries from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables beneficiaries to have optimum life chances.

Vulnerable Beneficiary

This can be defined as a person who may be vulnerable to abuse because of their age, health, physical or mental abilities. This is not limited to children, but could also apply to adults who participate in SeeBeyondBorders' programs.

6. PERSONNEL RECRUITMENT, SCREENING AND ORIENTATION

Recruitment and screening of Personnel and associates reflects SeeBeyondBorders' commitment to protect children and vulnerable beneficiaries by ensuring appropriate, relevant checks and procedures are in place to screen out anyone who may be unsuitable to be in contact with vulnerable beneficiaries, and attract the safest people who share SeeBeyondBorders' values and commitment to protect children.

SeeBeyondBorders has a robust recruitment and screening process for all Personnel and associates. Refer to Appendix A for details.

All new staff joining the organisation, and any volunteers who offer their services to SeeBeyondBorders, will be provided with a copy of this policy and provided with necessary orientation on their obligations, processes for implementation of the policy and appropriate behaviour with children and vulnerable people. They will all be asked to sign a declaration agreeing to abide by the terms of the Child and Vulnerable Beneficiary Protection Policy before coming into contact with any children or vulnerable beneficiaries. Staff members, particularly those who are new to the organisation, will be supervised during any activities involving vulnerable people.

7. EDUCATION AND ONGOING TRAINING

Education and training to promote awareness and understanding about child protection and the treatment of other vulnerable beneficiaries in the context of SeeBeyondBorders' responsibilities is provided to all Personnel during their induction and orientation to the organisation and its programs. Training incorporates familiarisation with SeeBeyondBorders Child and Vulnerable Beneficiary Protection Policy, including the recording and reporting procedures, and Personnel are required to sign a Child and Vulnerable Beneficiary Protection Agreement declaration. Refresher training sessions will be provided annually or whenever changes are made to this SeeBeyondBorders' policy or recording and reporting procedures.

8. CHILD & VULNERABLE BENEFICARY PROTECTION RISK MANAGEMENT

SeeBeyondBorders acknowledges that abuse is a risk faced by all organisations that work with children. There is also a risk of abuse to vulnerable beneficiaries, particularly when organisations operate in rural, remote and poor areas. SeeBeyondBorders identifies possible risks at a project and program level through means of a risk assessment. This risk assessment addresses areas of: risk, probability and response together with any additional preventative and protective measures that need to be put in place. Risk management and assessment procedures are included as an area that is part of the overall project management cycle and addressed on an ongoing reflective basis. Refer to Appendix C for details.

9. PHOTOGRAPHY OR FILMING INVOLVING CHILDREN AND/OR VULNERABLE BENEFICIARIES AND USE OF THESE IMAGES

Staff and volunteers should be mindful of the following if they are photographing or filming a child or vulnerable beneficiary (ie community member):

- Assess and endeavour to comply with local traditions or restrictions for reproducing personal images. If in doubt, queries are to be directed to the program team leader in the first instance or the SeeBeyondBorders In-Country Director or Child Protection Officer.

- Wherever possible, obtain consent from the individual *and/or* a parent or guardian of the individual. The intended use of the photograph or film should be explained to the individual/guardian.
- Ensure photographs, films, videos and DVDs present children and other individuals in a dignified and respectful manner and not in a vulnerable or submissive manner.
- Ensure images are honest representations of the context and the facts.
- Ensure photograph or film labels do not reveal identifying information about a child or other vulnerable beneficiary when sending images electronically.

10. CODE OF CONDUCT FOR WORKING WITH CHILDREN AND VULNERABLE BENEFICIARIES

SeeBeyondBorders views child and vulnerable beneficiary protection as a shared responsibility. To effectively manage risks to children and other vulnerable beneficiaries, SeeBeyondBorders requires the active support and cooperation of all SeeBeyondBorders Personnel. SeeBeyondBorders also encourages awareness of child protection issues and vulnerability in communities among our partner organisations in Cambodia, Australia and the UK.

SeeBeyondBorders endeavours wherever possible to reduce the risk of inappropriate behaviour by SeeBeyondBorders Personnel. Accordingly, SeeBeyondBorders will exercise its right to dismiss or withdraw SeeBeyondBorders Personnel when it considers that the person poses an unacceptable risk to the safety or well-being of children or vulnerable beneficiaries. If deemed appropriate, SeeBeyondBorders may suspend Personnel or transfer them to other duties as a temporary measure while an investigation is conducted.

Our responsibilities

SeeBeyondBorders Personnel and partners will:

- Treat every individual with dignity and respect regardless of differences of ethnicity, religion, age, ability, gender, sexual orientation, race, colour, language, political or other opinion, national or social origin, property, disability, birth status, and economic circumstances.
- Conduct themselves in a manner consistent with their position as a positive role model to children and communities, and as a representative of SeeBeyondBorders.
- Immediately raise and report any concerns for the safety or wellbeing of a child with the SeeBeyondBorders Country Manager Cambodia / SeeBeyondBorders Australia/UK Chief Executive Officer or Child Protection Officers in both locations, in accordance with the SeeBeyondBorders Code of Conduct.
- Be visible when working with children and other vulnerable beneficiaries.
- Avoid being alone with children or vulnerable beneficiaries and wherever possible, ensure that other adults are present when working in the proximity of children.
- Comply with all relevant Australian/UK and local legislation, including labour laws in relation to child labour.

SeeBeyondBorders Personnel and partners will not:

- Engage in any behaviour that is intended to shame, humiliate, belittle or degrade people or groups of people
- Use language, make suggestions, offer advice or engage in any behaviour that is inappropriate, discriminatory, offensive, harassing, sexually provocative, demeaning, culturally inappropriate or abusive

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- Do things of a personal nature that a child or other vulnerable beneficiary can do for him/herself, such as assistance with toileting or changing clothes.
- Take children to their own accommodation unless they are at immediate risk of injury or in physical danger.
- Sleep in the same room or bed as a child/vulnerable beneficiary unless absolutely necessary, in which case, the project team leader's permission must be obtained, and another adult must be present wherever possible.
- Physically punish or discipline any child or vulnerable beneficiary.
- Engage any child, children, or vulnerable beneficiaries in any form of sexual activity or acts, including paying for sexual activity or acts.
- Act in ways that may be abusive or place a child/vulnerable beneficiary at risk of abuse or harm.
- Behave physically in a manner that is inappropriate or sexually provocative towards a child/vulnerable beneficiary.
- Condone, or participate in, behaviour towards children/vulnerable beneficiaries that is illegal, unsafe or abusive.
- Act in a way that shows unfair differential treatment, or favour towards particular children/vulnerable beneficiaries to the exclusion of others.
- Record or publish any child's name or any address details with photographs.
- Hold, kiss, cuddle or touch a child/vulnerable beneficiary in an inappropriate, unnecessary or culturally insensitive way. Touching should only be in response to the need of the individual; be only with the individual's permission (except in an emergency situation); avoid the breasts, buttocks and groin; and be open and non-secretive.
- Use any computers, mobile phones, or video and digital cameras inappropriately, or access child pornography through any medium.
- Hire children/vulnerable beneficiaries 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.

11. POLICY MANAGEMENT

This policy takes effect from the date of approval by the Board as noted below.

Amendments and or developments will be recommended to the Board from time to time as deemed appropriate by the CEO together with the General Manager and the Advisory Committee. Formal reviews will take place before the expiry of three years from the anniversary date of approval by the Board. Any changes to the Child Protection policy will result in a review of all relevant policies and procedure guidelines. Recommendations for change will require Board consideration and if necessary Board approval.

Approved by the Board (Australia)

Date: _____

By (Board representative): _____
(Director)

Formal review required on or before: _____ (Date)

Approved by the Trustees (UK)

Date _____

By (Representative of Trustees)

Version Number	Review Date	Reviewed By	Approved By	Effective Date	Supersedes
Version 1	23/6/2015	Edward Shuttleworth	SBB Board	30 June 2015	June 2012
Version 2	4/4/2016	Sarah Reynolds; Penny Everitt			

APPENDIX A: Child Safe Recruitment of Staff and Volunteers

SeeBeyondBorders is committed to a child safe recruitment process for both staff and volunteers. This entails ensuring that recruitment documents, information and interviews, together with formal and informal checks, all include child abuse screening. As an international development agency SeeBeyondBorders has staff in different countries, and recruits international volunteers. It is acknowledged that not all countries have the same level of rigour regarding police clearances and working with children checks. In addition it is also acknowledged that neither of these is in itself a guarantee against child abuse. Therefore, while SeeBeyondBorders does obtain these wherever possible, it considers child abuse risk assessment and management to be an important part of each and every project.

To this end SeeBeyondBorders follows the following child safe practice and procedures:

General:

- Publically promoting the fact that SeeBeyondBorders is a child safe organisation, committed to protecting the rights of children, and that we will rigorously deal with any form of child abuse that is committed by our staff, volunteers or other organisational and project/program role players.

Staff (paid and volunteer)

- Applicants for staff positions (both in Australia, UK and Cambodia and both volunteer and paid) will be required to submit detailed applications that specify places and duration of employment.
- Interviews will, wherever possible, be conducted face-to-face by a mixed gender panel. If an 'in person' interview is not possible then other visual communication technology (i.e. Skype) will be used.
- Interviews will include behavioural-based questions that attempt to assess the applicant's interaction with people (including children & vulnerable persons) on a number of levels.
- A minimum of two reference checks will be undertaken prior to the employment of any staff member or volunteer.
- Prior to being employed, staff will be required to complete and clear an Australian Federal Police Check/ Disclosure Barring Service check (UK), or equivalent in country of residence, or a Working with Children Check as appropriate. If the person has spent 12 months or more living outside of their country of residence in the last 10 years they must arrange an appropriate police clearance or similar certification for these time periods for each country.
- The requirement to have a current police check and/or Working with Children Check requirement will be stated in the offer letter and employment contract.
- All staff will be required to produce original proof of identify documents including birth certificate, passport, drivers licence or other forms of identify.
- All positions will be subject to a probationary period depending on the length of the contract.
- All staff members will be required to sign the SeeBeyondBorders Child Protection Policy and the SeeBeyondBorders' Code of Conduct.
- All staff will be required to attend Child Protection Training as organised by SeeBeyondBorders including recording and reporting of incidents.
- SeeBeyondBorders reserves the right to refuse employment to or to terminate any person's employment that may pose a risk to children or other vulnerable beneficiaries.

Project team and teacher volunteers

- Teacher volunteers who are currently employed by schools will have completed all relevant Working with Children and police clearance checks as part of their school employment requirements and will be required to provide a copy before being accepted as a teacher volunteer.
- Teachers who are no longer teaching will be required to provide a current Australian Federal Police Check/ Disclosure Barring Service check (UK) or Working with Children Check.
- Two reference checks will be conducted for each teacher volunteer and projects team volunteer. For teacher volunteers, at least one of these checks will be a school leadership reference.
- Project team members (ie non-teachers) will be notified prior to application that they require a current police clearance (or equivalent) or Working with Children Check, so they can make a decision on whether they want to pursue their application in light of any information that might be disclosed to their employers.
- SeeBeyondBorders reserves the right to exclude any volunteer from further participating in a program should concerns or incidents arise during their visit.

APPENDIX B: Child Abuse Reporting Processes, Support and Response

SeeBeyondBorders takes any concerns and/or reports of abuse against children seriously and will rigorously investigate and act on these. The Child Protection Officer plays a key role within the associated processes.

Who should report?

- All SeeBeyondBorders staff, volunteers and others (i.e., all people working with the organisation).

What should be reported?

- Any disclosure or allegation about or suspicion of abuse that is made by someone in or involved with SeeBeyondBorders, including beneficiaries and third parties.
- Any behaviour by anyone employed by or volunteering with SeeBeyondBorders that breaches the Child Protection Policy.
- Inappropriate use of the organisation's photographs and other media.
- Staff and volunteers engaging in suspicious behaviour linked to child trafficking, exploitation, abuse, and similar activities.

Who to report to?

- In Cambodia: child abuse reports should be made to SeeBeyondBorders Child Protection Officer in Cambodia, and/ or the Country Manager or Country Director.
- In Australia: child abuse reports should be made to the Child Protection Officer in Sydney, and/or the Chief Executive Officer
- In the UK: child abuse reports should be made to the Child Protection Officer in London, and/or the Chief Executive Officer

Organisational Reporting Processes

In Cambodia

- The Child Protection Officer will consult with the Country Manager/Leadership Team. An initial assessment of the reliability and quality of information will be made by the Country Manager in consultation with the Country Director. If required external expertise will be sought.
- If required, the Child Protection Officer, or Country Manager, will seek help and protection for the child involved. Relevant referrals can be made through the organisations listed in Appendix D of the Child Protection Policy.
- All relevant information will be gathered and recorded using the Incident Report Template, within 24hours. This will ordinarily be gathered by the Child Protection Officer, but in some circumstances will be gathered by the member of the Leadership Team responsible for the District in which the abuse took place.
- A decision will be made by the Leadership Team concerning whether the incident is a criminal offence or whether it should be addressed through the organisation's disciplinary channels.
- If the report or allegation involves staff or stakeholders external to SeeBeyondBorders then a formal report will be made to the relevant organisation and if necessary also to the relevant authorities.

- Where required, the Child Protection Officer or Country Manager will consult with organisations such as Childsafe International in Cambodia, as listed in Appendix D of the Child Protection Policy.

In Australia

- The Child Protection Officer in Sydney will consult with the General Manager or Chief Executive Officer.
- After considering the evidence and finding reason to report the case the CPO will report it either through the e-Reporting site on the Family and Community Service website or through the Child Protection Helpline on 132 111 or 1800 212 936.
- Concerns about the welfare of the child/vulnerable person in relation to neglect and/or emotional abuse will be reported to the child protection authorities in the relevant state or territory.
- Concerns about people engaging in child sex tourism, child sex trafficking and child pornography should be reported to the Australian Federal Police (Transnational Sexual Crimes Squad).

In the UK

- The Child Protection Officer in London will consult with the Chief Executive Officer.
- After considering the evidence and finding reason to report the case the CPO will report it either to the UK Charities Commission (rsi@charitycommission.gsi.gov.uk), the police, local authorities or relevant statutory agency most appropriate to the incident.
- Concerns about the welfare of the child/vulnerable beneficiary in relation to neglect and/or emotional abuse will be reported to the child protection authorities in the relevant local authority.
- Concerns about people engaging in child sex tourism, child sex trafficking and child pornography should be reported to the Police and also the National Crime Agency.

Confidentiality

The Child Protection Officer will ensure that any concern raised to them is handled according to the principles of confidentiality, safety, impartiality, thoroughness, timeliness and accuracy.

All complaints and reports, and the names of people involved, will be handled in the strictest of confidence. Details will only be released on a 'need to know' basis, or when required by relevant local, Australian or UK law, or when a notification to police or child protection authorities has been made.

APPENDIX C: Risk Assessment & Management (in accordance with risk management policy)

ID	Key Area	Description of Risks	Impact	Likelihood	Priority	Existing Controls
3.0.1	Child Protection – Staff & Volunteers <i>Inappropriate behaviour by SeeBeyondBorders person(s) - volunteers or staff</i>	<ul style="list-style-type: none"> ▪ SeeBeyondBorders Person(s) attempts to groom a child ▪ SeeBeyondBorders Person(s) uses language or behaviour towards children that is inappropriate, harassing, abuse, sexually provocative, demeaning, or culturally inappropriate. ▪ SeeBeyondBorders Person(s) uses physical punishment with a child. ▪ SeeBeyondBorders Person(s) takes inappropriate photographs of children ▪ SeeBeyondBorders Person(s) use undue influence to coerce local community members 	Major	Unlikely	Medium	<ul style="list-style-type: none"> – Reference Checks are conducted on new employees. – All SeeBeyondBorders Person(s) are required to complete a Working with Children Check/ Police Check prior to commencing any works with SeeBeyondBorders as part of their contractual obligations. – During staff induction and volunteer orientation, SeeBeyondBorders Person(s) are briefed on their obligations in relation to SeeBeyondBorders' Child Protection Policy, as well as culturally appropriate behaviour with children. – SeeBeyondBorders Person(s) sign a Code of Conduct declaration that includes an undertaking to abide by the SeeBeyondBorders Child Protection Policy. – SeeBeyondBorders staff in Australia, the UK and Cambodia receive training on child protection issues and on their obligations to report concerns or allegations of child exploitation and abuse, and policy non-compliance. – SeeBeyondBorders Stakeholders are made aware of the SeeBeyondBorders' Child Protection Policy and staff obligations under it, and informed of both internal and external reporting mechanisms. – Copies of the SeeBeyondBorders Child Protection Policy are given to all SeeBeyondBorders Person(s), are placed on the Intranet/ Share Drive, and relevant information displayed in the offices. – SeeBeyondBorders appoints Child Protection Officers to act as an external, independent referral point. – When in a place where children are present, SeeBeyondBorders Person(s) are encouraged to work in pairs

ID	Key Area	Description of Risks	Impact	Likelihood	Priority	Existing Controls
						<p>and actively minimize chances of situations of being alone with a child. Particular attention and supervision is provided during activities involving children.</p> <ul style="list-style-type: none"> – SeeBeyondBorders program planning ensures adequate supervision of staff and adult/children ratios, through engagement of teachers and parents in activity facilitation.
3.0.2	<p>Child Protection – Staff & Volunteers <i>SeeBeyondBorders person(s) - volunteers or staff – witness, suspect or have reported to them</i></p>	<ul style="list-style-type: none"> ▪ SeeBeyondBorders Person(s) witnesses an instance of child abuse, including neglect, emotional, physical or sexual abuse, by a third party. ▪ SeeBeyondBorders Person(s) suspect an instance of child abuse, including neglect, emotional, physical or sexual abuse, by a third party. ▪ SeeBeyondBorders Person(s) have reported to them an instance of child abuse, including neglect, emotional, physical or sexual abuse, by a third party. 	Major	Unlikely	Medium	<ul style="list-style-type: none"> – SeeBeyondBorders Person(s) receive regular training on child protection issues and on their obligations to report concerns or allegations of child exploitation and abuse, and policy non-compliance. – Copies of the SeeBeyondBorders Child Protection Policy, including contact numbers for reporting, are given to all SeeBeyondBorders Person(s), are placed on the Intranet/ Share Drive, and relevant information displayed in the offices. – SeeBeyondBorders appoints Child Protection Officers to provide support to SeeBeyondBorders Person(s) in the implementation of the Child Protection Policy. – SeeBeyondBorders program planning ensures adequate supervision of staff and adult/children ratios, through engagement of teachers and parents in activity facilitation.
3.1.1	<p>Child Protection – Team Participants <i>Inappropriate behaviour by Project Team</i></p>	<ul style="list-style-type: none"> ▪ Team Participants attempts to groom a child ▪ Team Participants uses language or behaviour towards children that is inappropriate, harassing, abuse, sexually provocative, demeaning, or culturally inappropriate. 	Major	Unlikely	Medium	<ul style="list-style-type: none"> – In the pre-departure orientation session, participants are briefed on their obligations in relation to SeeBeyondBorders' Child Protection policy, as well as culturally appropriate behaviour with children. – Participants are under the supervision of a SeeBeyondBorders staff member at all times while on location at schools and in communities

ID	Key Area	Description of Risks	Impact	Likelihood	Priority	Existing Controls
	<i>and Teacher Team Participants</i>	<ul style="list-style-type: none"> ▪ Team participants use unfair influence to coerce vulnerable beneficiaries ▪ Team Participants uses physical punishment with a child. ▪ Team Participants takes inappropriate photographs of children 				<ul style="list-style-type: none"> – Program activities never allow individual participants and children to be alone together – SeeBeyondBorders strongly recommends that at least three people are together at all times, and they be vigilant of their surroundings and aware of suspicious or unusual activity. – Participants sign a Code of Conduct declaration that includes an undertaking to abide by the SeeBeyondBorders Child Protection Policy. – SeeBeyondBorders staff in Australia, the UK and Cambodia receive training on child protection issues and on their obligations to report concerns or allegations of child exploitation and abuse, and policy non-compliance. – SeeBeyondBorders program planning ensures adequate supervision of staff and adult/children ratios, through engagement of teachers and parents in activity facilitation
3.1.2	Child Protection – Team Participants <i>Participant witness, suspect or have reported to them</i>	<ul style="list-style-type: none"> ▪ Team Participants witnesses an instance of child abuse, including neglect, emotional, physical or sexual abuse, by a third party. ▪ Team Participants suspect an instance of child abuse, including neglect, emotional, physical or sexual abuse, by a third party. ▪ Team Participants have reported to them an instance of child abuse, including neglect, emotional, physical or sexual abuse, by a third party. ▪ 	Major	Unlikely	Medium	<ul style="list-style-type: none"> – Team Participants are briefed on identifying child abuse and their obligation to report any suspicions to a SeeBeyondBorders Staff member immediately. – Team Participants are accompanied by SeeBeyondBorders Staff member at all times. – SeeBeyondBorders Staff are trained in capturing reports of child abuse and the appropriate follow-up actions as outlined in the Child Protection Policy – SeeBeyondBorders strongly recommends that at least three people are together at all times, and they be vigilant of their surroundings and aware of suspicious or unusual activity. – SeeBeyondBorders appoints Child Protection Officers to provide support to Team Participants in the implementation of the Child Protection Policy and follow up support as needed.

ID	Key Area	Description of Risks	Impact	Likelihood	Priority	Existing Controls
						<ul style="list-style-type: none"> SeeBeyondBorders program planning ensures adequate supervision of staff and adult/children ratios, through engagement of teachers and parents in activity facilitation.
3.2.0	Child Protection – Use of Images	<ul style="list-style-type: none"> Use of images depicting inappropriate behaviour Use of images which devalue the child Use of images without permission Open, retrieve, store or disseminate any images or videos as described above 	Major	Unlikely	Medium	<ul style="list-style-type: none"> Verbal permission is sought from children, parents/guardians, teachers or relevant authority for capturing imagery. Written permission is provided for the publication of any images in public, including posters, SeeBeyondBorders Manuals, websites, social media and advertising materials No images will be taken of children who are not fully clothed Images should not seek to highlight any illness, disadvantage or issue of a child or their family All images should be stored in a secure, password controlled location

Impact	Probability/ Likelihood				
	Rare	Unlikely	Possible	Likely	Almost Certain
Minor	Low	Low	Low	Medium	Medium
Moderate	Low	Low	Medium	Medium	High
Major	Medium	Medium	Medium	High	High

APPENDIX D: Contact details for child protection agencies in Cambodia

Organization	Contact Details	Referral Cause
CHILDSAFE HOTLINE (http://thinkchildsafesafe.org/hotline/)	012 311 112 (Phnom Penh), 017 358 758 (Siem Reap), 092 911 115 (Battambang) childsafesafe@friends-international.org	Works with a network of NGOs to provide services and referrals for all Child Protection issues/ abuse
NATIONAL POLICE HOTLINE:	1288 or 023 997 919	Suspected sexual abuse or trafficking
CAMBODIA CHILD HELPLINE (http://childhelpline.org.kh/en/)	Call 1280 or SMS 017 985 810 (toll free)	Professional phone-counselling and information service, as well as referrals and follow ups for children and concerned citizens

APPENDIX E: Child Protection Officers

Office Location	Name	Contact Details	Referral Cause
CAMBODIA	Helen Emerre	+855 (0) 12 779 069 helenemerre@hotmail.com	<ul style="list-style-type: none"> – For information and support relating to witnessing or management of child protection issues. – Instances of child protection issues that need to be managed externally from SBB management
AUSTRALIA	Priscilla Chang	+61 (0) 413 387 879 ahunter1@bigpond.net.au	<ul style="list-style-type: none"> – For information and support relating to witnessing or management of child protection issues. – Instances of child protection issues that need to be managed externally from SBB management
UK	Robyn Smith	+44 (0) 7872 335175 robysmithuk@yahoo.co.uk	<ul style="list-style-type: none"> – For information and support relating to witnessing or management of child protection issues. – Instances of child protection issues that need to be managed externally from SBB management

Child Protection Officers: Roles & Responsibilities:

The Child Protection Officer (CPO) is responsible for providing overall support to the work on child protection. This work includes:

- Support the SBB leadership team in the implementation of the “Child Protection Policy” and work within the guidelines as set out in this document
- Undertake situation analyses and needs assessments in the event of there being a reported incident
- After undertaking situation analysis, provide recommendation for actions to the leadership team
- Be an independent referral point in the event that someone wants to speak to a person outside the leadership team
- Support the leadership team and SBB employees in child protection risk management (i.e. proactively work to minimize risks of an incident);
- Assist in the provision of technical support to staff, volunteers and partners
- Provide additional information about SBB Child Protection Policy to staff, and volunteers, as required
- Liaise with local authorities in Australia, the UK or Cambodia during reporting processes, as needed

POLICY

- Work with local operational teams to identify potential partnerships to help implement protection strategies or monitor reported cases (e.g. Commune Committee for Women & Children)

