

Interplast Australia & New Zealand

Child Protection Policy

Policy Status:
Approved

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Frequency of Review:	2 years
Policy Owner:	Director - International Programs

Revisions to Policy

Significant Changes	Endorsed by CEO	Approved by Interplast Board
Initially approved.	6 November 2012	12 November 2012
Annual review and updates (wording changes, changes to reflect compliance & legislative updates, process updates)	2013-2017	
Substantial changes including: Updating against new DFAT Compliance Standards	5 October 2018	9 October 2018
Supporting tools and reporting templates (appendices) removed and consolidated into separate 'toolkit' Updating of responsibilities of different personnel categories Definitions and legislation updated Updated language around 'safeguarding' reflecting changes in sector Formatting of document. Updating to reflect recommendations and advice of DFAT and external CP consultant	25 January 2019	5 February 2019
Australian National Principles for Child Safe Organisations 2019 updated in legislation	12 July 2019	6 August 2019
CEO reporting details updated	29 January 2020	11 February 2020
Minor wording changes, updates to position titles and responsibilities, updates to requirements regarding national criminal history checks.	29 September 2021	12 October 2021

Updated to reflect new template and new definitions. Continued separation of procedures.	28 September 2023	10 October 2023
Minor word amendments and definitions updated by Safe Working Group	16 May 2024	N/A

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Section 1: Purpose

The purpose of the Child Protection Policy is to outline the frameworks and mechanisms that Interplast Australia & New Zealand (Interplast) uses for raising awareness, prevention, reporting and responding to child protection issues, with the primary aim of keeping children safe.

This policy is to be read and used in conjunction with Interplast's **Safeguarding Procedure Guide** document, which provides full details of this "policy in practice" and outlines procedures related to:

- recruitment and screening
- training and development
- codes of conduct
- international program planning and implementation
- reporting and response processes
- child photo and case study guidelines.

The Child Protection Policy also protects Interplast personnel by providing clear boundaries and guidelines, helping to avoid ambiguous situations and behaviours in the workplace and in program activities which may be misinterpreted and potentially lead to false allegations against personnel and partners.

This policy sets out Interplast's principles, obligations and standards regarding the protection of children against all forms of child abuse and exploitation.

It outlines the responsibilities of all Interplast personnel who may have interactions with children through the course of their engagement with Interplast and includes a Child Protection Code of Conduct.

Specifically, this policy seeks to:

- Demonstrate our organisation's commitment to protect children from harm, abuse, sexual abuse, exploitation or sexual exploitation
- Ensure all Interplast personnel and partner organisations prioritise the safety and welfare of children and uphold our joint responsibility in creating a child safe and child friendly culture, where everyone is committed to keeping children safe
- Ensure procedures are in place to prevent and manage actions and/or behaviour of all Interplast personnel that could result in harm, abuse or exploitation of a child
- Build 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 respects the rights of all, while keeping children's rights to safety and protection central to our program work
- Provide guidance on how to respond to concerns and allegations relating to the safety and welfare of children, including reporting child abuse, sexual abuse, exploitation including sexual exploitation, and policy non-compliance

- Ensure that Interplast adheres to Australian and international child protection criminal laws protecting children
- Demonstrate our commitment to the ACFID Code of Conduct and the Australian Government Department of Foreign Affairs and Trade's Child Protection Policy 2017.

Interplast's Child Protection Policy forms part of Interplast's broader suite of safeguarding policies and other documents. These are listed in Section 8 of this policy.

Section 2: Scope

The Child Protection Policy applies at all times¹ to Interplast personnel and observers accompanying any Interplast activity. (see Definitions in Section 9).

This policy is also applicable to relevant local partners in the countries in which Interplast works and is referenced in all documented partnership agreements. They must also abide by their own relevant policies, international declarations, conventions, agreements and domestic legal frameworks that relate to child protection.

This policy also applies to third-party individuals and organisations who have been granted authority to fundraise for Interplast.

Section 3: Guiding Principles

The recognition of children's rights: The United Nations Convention on the Rights of the Child (UNCRC) underpins Interplast's approach to decisions about safeguarding and protecting children. Interplast will promote children's rights to life, survival and development; participation; non-discrimination and to have their best interests considered in any decision making,

The best interests of the child are paramount: Consideration of what is in the best interests of the child is key in any decision related to Interplast's work with children. Interplast will be guided by appropriate laws, but our policy may go beyond these.

Safeguarding and protecting children is a shared responsibility: It is everyone's responsibility to maintain vigilance, practice risk management, and to promote optimum life chances for children.

From a risk management approach: Interplast acknowledges that its work is associated with child protection risks. The organisation is committed to identifying and minimising preventable

¹ While the expectation of this policy is that those who are bound by it adhere to the policy's principles and requirements at all times, Interplast recognises that it does not have visibility of the behaviour and actions of those individuals at all times. As such, the intent of this policy is to clarify that it is an expectation that these behaviors and actions are followed regardless of whether an Interplast activity is being undertaken, and if Interplast becomes aware of any breach of the policy, even outside of the delivery of an Interplast activity, then Interplast reserves the right to undertake sanctions against the individual.

risks and mitigating the impacts of unavoidable risks as they arise. All personnel are expected to be continually aware of potential risks to children, as well as to be actively minimising opportunities and situations where children can be harmed.

There is zero tolerance of child abuse and exploitation.

Interplast will follow and apply procedural fairness to all concerned when responding to reports or allegations of child abuse.

Section 4: Policy

4.1: Zero tolerance

Interplast is committed to the safety and wellbeing of all children and has zero tolerance of abuse, sexual abuse, exploitation or sexual exploitation of children within its programs.

Interplast programs facilitate positive outcomes for children, through plastic and reconstructive surgical services and associated allied health support, and through training of local medical personnel, and supporting the strengthening of health institutions and systems, to provide better health care for adults and children. Through these programs, Interplast is committed to improving opportunities for children to lead a healthy, meaningful life, participating fully in family and community life.

There are several significant factors in the way Interplast delivers its overseas programs which are important to recognise to keep children safe:

- programs may involve contact with vulnerable children that is of a personal (clinical) nature. As such, it is Interplast's duty of care to ensure that it does no harm and takes steps to ensure that the safeguarding of this contact is taken very seriously
- programs may also involve indirect contact with vulnerable children, through local partner clinicians, and may include depiction of vulnerable children in a clinical setting (for example, use of case studies in medical training)
- local partners (medical professionals) with whom it works to deliver programs play a specific role in the community to keep children safe and are trusted and accessible professionals
- children may come into contact with our programs who are not patient beneficiaries but are family members (siblings/children) of patients, or children within the broader community where Interplast volunteer teams are visiting and working.

To this end, Interplast will ensure:

Awareness: Educate and train people leaders and employees to model respectful and non-discriminatory behaviour.

Prevention: Screen and provide training and guidance to all persons within the scope of this policy

Reporting: Provide channels for disclosure and reporting of child protection concerns

Responding: Provide safe programs and environments by identifying and managing risks; Prioritise gender equality and the rights of diverse women and girls within programming and at all levels of the organisation to shift the gender and power inequalities that are at the root of sexual exploitation, abuse and harassment.

These are in line with, and support Interplast's organisational values of integrity, respect and collaboration.

4.2: Recruitment and screening

Interplast recognises that those who seek to harm children may specifically seek out work with aid organisations, as this gives them an avenue to work within vulnerable communities. Interplast is committed to child safe recruitment, selection and screening practices which aim to recruit the most suitable people to work and volunteer for Interplast. Interplast's recruitment and screening processes comply with DFAT's Minimum Standards for Child Protection.

Interplast's child-safe recruitment, selection and screening practices for all Interplast personnel and observers will include:

- addressing child protection in job advertisements, interviews and verbal reference checking
- national criminal history checks completed by Interplast on commencement and at periodic intervals, for each country in which the individual has lived for 12 months or longer over the last 5 years, and for the individual's countries of citizenship
- working with children checks (WWCC) or equivalent, completed on commencement and at periodic intervals, relevant to their home Country and State (unless exempt)²
- reading Interplast's Child Protection and PSEAH Policies, and signing the Child Protection Code of Conduct (see appendix) on commencement and annually thereafter (volunteers will sign before any engagement with Interplast program activities, or annually, if they attend more than one program activity per year)
- documented requests for all personnel and observers to disclose whether they have been charged with child exploitation offences, and their response and signed declaration, on commencement and at periodic intervals.

4.3: Codes of conduct

Interplast maintains several professional and ethical codes of conduct, complementary to our child protection code of conduct, specifying the standards of behaviour that can be expected of Interplast personnel. These are the:

- Employee Code of Conduct
- Volunteer Code of Conduct

² Suitable exemptions are exemptions granted to workers under relevant legislation, residents of overseas countries where no equivalent is available.

- Program Participant Protocol and Agreement, and
- Board Director Code of Conduct.

These codes of conduct:

- Specifically outline expectations and behavioural standards, for example, in relation to non-engagement in transactional sex or fraternisation with primary stakeholders, advancing the safeguarding of those who are vulnerable, and reporting any known, suspected, actual or potential examples of unethical conduct
- Are expressed in plain English and are readily available to review
- Are read and signed annually by employees, consultants and Board Directors. Volunteers will sign before they have any engagement with Interplast program activities, or annually, if they attend more than one program activity per year.

Each Code of Conduct signatory is expected, upon becoming aware, to immediately report any concern, suspicion or breach of this Policy.

4.4: Training, awareness and development

All Interplast personnel and observers, will receive a copy of, and/or information relating to Interplast's Child Protection Policy and the Child Protection Code of Conduct during their recruitment and induction process. This includes the requirement to complete Interplast's online Child Protection Training module as part of their induction or volunteer pre-mobilisation training.

Employees and Board Directors will complete ACFID's Introduction to Safeguarding module and provide evidence of the course completion for Interplast records. Further training may be tailored to individual requirements.

To ensure that the Child Protection Policy and its Code of Conduct remain live within our organisation, Interplast will undertake a range of measures to remind personnel of our joint responsibilities in relation to child protection. For example: all employees will receive annual refresher training in child protection and information gained from external training opportunities will be shared with others through team workshops.

Volunteers, observers and other program participants will undertake specific training relating to their roles and responsibilities relating to the delivery of Interplast programs and will be provided with a range of resources to support their work, to keep children safe during delivery of Interplast activities overseas.

All third-party individuals and/or organisations who have been granted authority to fundraise for Interplast, will be provided with a copy of the Child Protection Policy. Specific conditions related to the use of Interplast branding, including images and content depicting children, will be stipulated within relevant contracts or agreements.

4.5: International programs and partnerships

In the planning and delivery of international programming, Interplast utilises a range of processes and tools to ensure the safety of children. This includes:

- undertaking a Child Protection and Safeguarding Risk Assessment for all activities
- ensuring that all program personnel and observers have been recruited, screened and trained in accordance with Interplast policy
- providing plain language and (where relevant) translated information available for local partners and program beneficiaries during the delivery of activities
- ensuring that program participants (employees, volunteers and local partners) have up to date information available to them on local support and reporting contacts available in the country they are working in
- specific prompts in pre-departure briefing, post-activity debriefing and reporting focused on child safety, raising concerns around risks and reporting incidents.

Interplast has a written agreement in place with all implementing partners, which includes expectations and requirements related to child protection. This includes being aware of Interplast's Child Protection policy and reporting requirements, agreeing to comply with these, and committing to work with Interplast to ensure that children are kept safe through the course of projects. Interplast also works to the full extent of our influence, with local partners to strengthen their own child-safe standards as appropriate to their context.

4.6: Reporting and response processes

Interplast will take all concerns and reports of abuse, exploitation, intentional harm and/or non-compliance of this policy seriously and act on these reports immediately. There is zero tolerance of inaction by Interplast personnel, observers and Interplast program partners.

Our reporting processes aim to ensure all parties are treated fairly and that the principles of natural justice are upheld.

Any Interplast personnel, observers or local partners who develop a suspicion or awareness of a suspected or alleged case of child abuse, sexual exploitation or harassment has occurred must report their concerns immediately to their line manager, safeguarding focal point or the Chief Executive Officer (CEO).

Where a concern relates to suspected wrongdoing by the CEO, concerns must be raised directly with the President of Interplast's Board of Directors. Further details on how to do this, can be found in the Safeguarding Procedure Guide.

In most instances, reporting is mandatory. Discretion about whether to report an incident cannot be exercised. If in doubt about whether reporting is mandatory, please consult with the safeguarding focal point or CEO.

Due to the importance of upholding mandatory reporting requirements, all Interplast personnel need to be always alert to potential incidents. Interplast's Whistleblowing Policy and Safeguarding Procedures provide further information about the reporting and investigation of SEAH incidents including:

- how to raise a concern
- confidentiality for those reporting
- protection for those reporting
- protection for those identified as survivors
- fair treatment for those who are subject to a report
- the process of investigating a report and potential outcomes.

Any breach of strategic significance or any material risk associated with this policy will be promptly reported to the Board of Directors as soon as practicable, and any emerging risks will be recorded on the organisational risk register. This register is reviewed by the Board twice a year, with new and emerging risks being reviewed regularly by the Audit & Risk Committee of Interplast.

Failure to report any suspicion of abuse or exploitation of a child is a breach of this policy and could lead to disciplinary action being taken (see Section 7: Sanctions).

Interplast complies with the requirements of our donors with regards to reporting. Particular note is taken of the reporting requirements of DFAT as outlined in the DFAT Child Protection Policy 2017. Where mandatory reporting is required, the person with the most knowledge of the incident should work with the safeguarding focal point and the CEO to write and submit the report.

Any suspected or alleged case of child abuse, sexual abuse, exploitation, sexual exploitation or policy non-compliance must be made to DFAT **immediately** using the approved 'notification form' (<https://www.dfat.gov.au/sites/default/files/child-incident-notification-form.pdf>) and emailed to childwelfare@dfat.gov.au regardless of how the activity was funded.

For any issues relating to vulnerable adults, Interplast's PSEAH Policy, and subsequent guidelines become the primary policy document.

Any sexual exploitation, abuse or harassment allegations that may involve a criminal aspect should also be reported through correct law enforcement channels.

Appendix A: includes a flowchart summary of how to make a report, what should be reported and when, and what may happen following a report. Full details of the reporting and response process can be found in the Safeguarding Procedures.

Issues of child abuse may be reported to Interplast by members of the Australian public or other Australian or international stakeholders and will be handled in accordance with our complaints handling policy. The opportunity to make a complaint is open to anyone. Interplast will ensure

that organisational complaints mechanisms remain current and responsive. This includes maintaining on our website clear information about how to make a report and a dedicated email address for receiving reports as admin@interplast.org.au.

4.7: Communications and marketing

Interplast recognises our responsibility to keep children safe when using their images or personal information for marketing and communication purposes. Accordingly, Interplast will, at all times, portray children in a respectful, dignified, appropriate and consensual way. Interplast has a comprehensive Case Study and Photography Policy and associated procedures which detail specific requirements relating to the depiction of children, processes relating to obtaining informed consent, and approval processes for use of images and stories. These requirements on the obtaining and use of children's images align with the ACFID Code of Conduct (clause 6.2) and the DFAT Child Protection Policy.

Any individual who is taking or using photos or stories of children related to an Interplast initiative, will apply the following principles:

- Children will be portrayed in a dignified and respectful manner.
- Children will be adequately clothed and not be in poses that could be seen as sexually suggestive.
- Interplast personnel will seek informed assent from a child and informed consent from their parent/guardian to take a child's image. Informed assent/consent includes ensuring the child and their parent/guardian understand how the image may be used. Interplast will aim to receive written consent, however verbal consent will be accepted in line with the case study and photography policy. Assent is discussed and secured in age-appropriate ways.
- Information that would enable a child's identity and location to be readily accessed will not be used in publications and/or file names, and no identifying data or information will be used with images or attached to image files, including geolocation data, name and address of the child. When naming a child in a caption or story, name will be first name only, or pseudonym if required.
- Local cultural traditions will be assessed to understand – and respect – practices and beliefs about reproducing personal images.
- Images will be an honest representation of the context and facts. Interplast will not adapt illustrations to represent a different context or fact.
- Images will only be used for the purpose stated at the time when informed consent and assent was obtained.
- Images will not be sold, emailed or given to any other external individual or organisation without the prior consent of the child and parent/guardian concerned.

Further details can be found in the Case Study and Photography Procedures.

Interplast will request the immediate removal of any images that are deemed inappropriate in accordance with this policy and related guidelines, when representing Interplast and its work.

Refusal to follow this request will see Interplast revoke any authority previously granted to represent or support Interplast.

Section 5: Monitoring and Review of this Policy

Interplast's Child Protection Policy will be reviewed every two years, and more often if a specific reason to review is presented. Oversight of this policy sits with Interplast's Chief Executive Officer and managed operationally by Interplast's Safeguarding Focal Point. The internal Safeguarding Working Group, which is represented by Interplast's international programs, fundraising/communications and HR/corporate services teams, will meet quarterly, to discuss the policy in practice and raise any areas of concern or suggest updates through the Executive Leadership team.

A 2-yearly review of this policy will incorporate organisational learning as a result of child protection risk assessments and management plans; incident reports; changes in our partner policies / procedures, and/or the scope of Interplast's project work.

The Safeguarding Working Group and Child Protection Focal Point will manage the review. Personnel, Board Directors and partner organisations will be consulted. Any recommendations with respect to improving the Child Protection policy may be discussed with the Focal point at any time. Personnel are encouraged to be proactive in identifying suggestions for improving child safeguarding practices.

Section 6: Interplast Child Protection Code of Conduct

Interplast has developed a Child Protection Code of Conduct that outlines requirements of all Interplast personnel and observers in terms of their behaviour while undertaking Interplast-related activity, as well as obligations for reporting concerns or allegations of child abuse.

All Interplast personnel and observers are required to sign the Interplast Child Protection Code of Conduct on commencement and annually thereafter. Signatories agree to abide by all the standards and guidelines of the Interplast Child Protection Policy, and associated key documents, and note that any failure to comply with the standards of the Child Protection Policy and Code of Conduct may result in sanctions.

Partners are provided with the code of conduct as part of sharing this policy, so that they have visibility of expected behavioural standards.

A full copy of Interplast's Child Protection Code of Conduct can be found at Appendix A.

Section 7: Sanctions

Where there is an allegation of this policy, or the Child Protection Code of Conduct having been breached by any Interplast personnel or observer, the Interplast Chief Executive Officer (CEO),

will consider sanctions that may include suspension, transfer, removal from a program, demotion or dismissal.

During any formal investigation period, while any case is being assessed or where a child's safety is at risk, an employee may be suspended (on full pay), or a volunteer or observer may be moved from an Interplast activity. It is important to note that this action is to be taken as a matter of precaution not a judgement of guilt.

Where an investigation by the relevant authorities finds that this policy and/or the Child Protection Code of Conduct was breached by an employee, the CEO will consider sanctions that include suspension, transfer, demotion and/or dismissal and legal recourse may be taken if appropriate.

A volunteer or program observer found to have put children at risk or abused children, will not be accepted for any further Interplast activities and legal recourse may be taken if appropriate.

Where a potential team member, who is an overseas resident or citizen (such as a local medical professional in a partner country), is suspended from duty in their home country due to a child protection allegation, they will not be included in any program activity in until the allegation has been investigated and cleared.

If Interplast receives a complaint about a local partner, Interplast will notify the partner organisation and expect a timely and appropriate response. Interplast should make all efforts to assist the partner to ascertain its obligations under local law. Where appropriate, Interplast may work with the partner to address the issue through an appropriate independent investigation. If the outcome is that child abuse has occurred, ongoing work with the partner cannot involve the individual(s) concerned. If there is reason to believe that an allegation of abuse has been dealt with inappropriately by a partner, then they risk withdrawal of funding or ending the relationship.

Interplast will also consider sanctions when any partner organisation or third-party individual with authority to fundraise for Interplast are alleged to have breached this policy or the Child Protection Code of Conduct. Sanctions may include voiding any ongoing partnership agreement or ceasing to accept donor funds. See Safeguarding Procedures for further details on relevant sanctions.

Disciplinary action will be taken against any personnel or partner organisation staff member found to:

- Have failed to report a child protection concern
- Have intentionally made a false and malicious allegation.

Section 8: Related Documents and Legislation

Interplast adheres to child protection laws which prohibit the abuse and exploitation of children, both in Australia and overseas. These include the laws in countries where Interplast's programs

are implemented, and international laws and conventions in relation to all forms of child abuse and child exploitation, including child sex tourism, preparatory laws, child sex trafficking, child labour and child pornography.

Interplast’s child protection and safeguarding principles and practice are underpinned by those principles and practices outlined in the Department of Foreign Affairs and Trade (DFAT) Child Protection Policy 2017. Interplast is compliant with the 9 minimum standards outlined in the DFAT policy.

Interplast principles and practices are also informed by the ACFID Code of Conduct (Quality Principle 1: Rights, Protection and Inclusion), in particular, Commitment 1.4, Advancing the Safeguarding of Children.

Interplast also recognises, and where relevant to our work, is committed to uphold the following Australian legislation and international conventions and frameworks:

- Australian National Principles for Child Safe Organisations 2019 (national)
- Criminal Code Act 1995 (national)
- Relevant State and Territory legislation
- Council of Australian Governments’ Protecting Children is Everyone’s Business: National Framework for Protecting Australia’s Children 2009-2020
- United Nations Convention on the Rights of the Child (1989)

Interplast regularly reviews the local context of its partner countries in relation to national child protection legislation and policies and updates its resources, so that volunteer teams and local partners have easy access to this information.

Name of document/legislation	Location/hyperlink
Safeguarding Procedures Guide	Interplast Key Documents
Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policy	
Whistleblowing Policy	
Complaints Policy	
Grievance Resolution Policy	
Child Protection Code of conduct	
Privacy Policy	
Recruitment Policy	

Case Study and Photography Policy	
Case Study and Photography Procedures	
Ethical Fundraising Policy	
Equal Employment Opportunity & Anti-Discrimination Policy	
Employee Code of Conduct	
Volunteer Code of Conduct	
Child safe declaration form	
Program Participant Protocol and Agreement	
Interplast Incident Management Framework	
Human Resource Manual	
Interplast Induction checklist	
Criminal Code Act 1995	https://www.legislation.gov.au/ Link to legislation
Australian National Principles for Child Safe Organisations 2019	https://childsafeforhumanrights.gov.au/national-principles/download-national-principles
Council of Australian Governments' Protecting Children is Everyone's Business: National Framework for Protecting Australia's Children 2009-2020	https://www.dss.gov.au/our-responsibilities/families-and-children/publications-articles/protecting-children-is-everyones-business?HTML
United Nations Convention on the Rights of the Child (1989)	https://www.unicef.org.au/united-nations-convention-on-the-rights-of-the-child
DFAT Child Protection Policy 2017 & 9 minimum Child Protection Standards	https://www.dfat.gov.au/international-relations/themes/child-protection/Pages/child-protection
ACFID Code of Conduct	https://acfid.asn.au/code-of-conduct/

Section 9: Definitions

Word / Phrase	Definition
Personnel	<p>Personnel includes all employees, consultants, volunteers, Board Directors, Committee members, Working Group members and Ambassadors that are engaged by Interplast to perform the work of Interplast.</p> <p>Volunteers include both professional (e.g. administrative roles) and medical volunteers (e.g. surgeons, anaesthetists, nurses or allied therapists), students, interns, or any other person who has entered into a volunteer arrangement or agreement with Interplast.</p>
Observer	<p>Observers are individuals accompanying an Interplast program, delivered by volunteers in a partner country (e.g. representing a donor organisation or students on an observational placement). Observers do not have a clinical role but may assist the clinical team by completing tasks related to program delivery.</p>
Partner	<p>Partner includes organisations that work with Interplast to implement a joint project with mutually agreed outcomes, and/or with whom Interplast has a signed partnership agreement and/or memorandum of understanding.</p> <p>Partner organisations may or may not be recipients of funds through Interplast.</p>
Beneficiary	<p>Beneficiary 1) a patient receiving treatment through an Interplast activity (this may include a consult only, surgery, allied health treatment or other clinical care, and could be provided by an Interplast volunteer, or a local partner clinician during an Interplast activity), or 2) local partner personnel participating in training delivered by Interplast.</p>
Stakeholder	<p>Stakeholders include all personnel, observers, partners, beneficiaries and supporters, community members in the country where we work, funders, international development peers and organisations, or any other individuals or organisations that connect with Interplast.</p>
Abuse	<p>Includes:</p> <ul style="list-style-type: none"> • <u>physical abuse</u>—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

	<ul style="list-style-type: none"> • <u>neglect</u> - 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 • <u>emotional abuse</u> - 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 • <u>sexual abuse</u> - 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 • <u>ill-treatment</u> - 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
Child or children	In accordance with the United Nations Convention on the Rights of the Child, 'child' means every human being under the age of 18 unless under the law applicable to the child, majority is attained earlier. For the purposes of this policy, a child is a person under the age of 18 years (irrespective of legal age in country of work)
Child exploitation	<p>One or more of the following:</p> <ul style="list-style-type: none"> • 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 <p>using a minor for profit, labour, sexual gratification, or some other personal or financial advantage</p>
Child protection	An activity or initiative designed to protect children from any form of harm, particularly that arising from child exploitation and abuse
Contact with children	Working on an activity or in a position that involves or may involve contact with children, either under the position description or due to the nature of the work environment
Informed consent	Ensures the child and the parent or guardian understand the implications, purpose and potential uses of photographs or videos

Safeguarding	Safeguarding is the action that is taken to promote the welfare of children (or other vulnerable people) and protect them from harm. Safeguarding is the protection of vulnerable people of abuse and maltreatment, preventing harm to health or development, ensuring that they can live and grow with the provision of safe and effective care.
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Section 10: Appendices

Appendix A - Child Protection Code of Conduct



1. Introduction:

Interplast is committed to the safety and wellbeing of all children and has zero tolerance of abuse, sexual abuse, exploitation or sexual exploitation of children within its programs. Interplast programs facilitate positive outcomes for children, through plastic and reconstructive surgical services and associated allied health support, and through training of local medical personnel, and supporting the strengthening of health institutions and systems, to provide better health care for adults and children.

The Child Protection Code of Conduct (the Code) outlines the way in which those that sign it will conduct themselves both when undertaking Interplast activities, and in their broader life.

2. Signatory commitment:

All individuals that sign this Code have a responsibility to themselves and to others to behave respectfully, with integrity, in a collaborative manner, and to take full responsibility for their actions.

To achieve this, you must recognise that risk to the safety of children is inherent in the delivery of Interplast programs overseas (and those delivered remotely from Australia), due to the nature of programs (delivery of health services) and the vulnerability of the beneficiary population due to poverty, disability and power-inequity.

As such, I will:

- Ensure to be mindful of this risk in all that I do, during the course of my involvement with the Interplast program, and in my broader life.
- 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
- Be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse,
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate,
- 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 (and the child is below the age of consent, or the act(s) are an offence under relevant laws
- Wherever possible, ensure another adult is present when working in the proximity of children
- Not invite unaccompanied children into my home, hotel or a remote or isolated area unless they are at immediate risk of injury or in physical danger,

- Not sleep close to unsupervised children (noting that this does not apply to an individual's own children)
- Not give or provide children with alcohol or illegal drugs
- Not show favouritism through the provision of gifts or inappropriate attention (this does not apply to small token gifts to children receiving clinical treatment, such as Interplast teddy bears, balloons etc)
- Not use any computers, mobile phones or video and digital cameras inappropriately and never to exploit or harass children or to access child pornography through any medium,
- Not use physical punishment or discipline on children
- Not hire 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,
- Comply with all relevant Australian and local legislation, including labour laws in relation to child labour
- Immediately disclose all personal charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with Interplast
- Ensure that I immediately report concerns or allegations of child abuse or exploitation in accordance with Interplast's reporting requirements.

Filming and photographing children and use of children's images for work related purposes

I further agree that, while working with Interplast or engaged in Interplast activities, and when photographing or filming a child or using children's images for work-related purposes, I must:

- before photographing or filming a child, assess and ensure that I comply with local traditions or restrictions for reproducing personal images
- before photographing or filming a child, obtain informed written (or where not possible, documented verbal consent) from a parent or guardian of the child, and assent from the child to have their image taken. An explanation of how the photograph or film will be used must be provided to the child and parent.
- 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; and
- ensure the file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

3. Code breaches:

Breaches of the Code of Conduct, or of Interplast policies and procedures should be reported to a senior manager or directly to the Chief Executive Officer as soon as practicable.

This includes behaviours that violates any law or regulation.

Guidelines for reporting breaches are outlined in the Child Protection Policy.

4. Acknowledgement

I hereby acknowledge that I have read the Interplast Australia & New Zealand Child Protection Code of Conduct.

I further acknowledge that I understand all my obligations, duties and responsibilities under the Code and acknowledge that violations of the Code of Conduct may result in disciplinary action including termination from engagement Interplast and/or referral to appropriate regulatory and enforcement agencies.

I certify that this is a true and correct statement by my signature below:

Full Name:

Position:

Signature:

Date:

