

PACIFIC ISLAND FOOD REVOLUTION

**CHILD SAFEGUARDING POLICY
& CODE OF CONDUCT**

Table of Contents

INTRODUCTION	3
PURPOSE OF POLICY.....	3
GUIDING PRINCIPLES.....	3
SCOPE OF POLICY	4
DEFINITIONS.....	5
CODE OF CONDUCT.....	6
REPORTING AND RESPONDING TO CHILD SAFEGUARDING CONCERNS	6
CHILD SAFE RECRUITMENT AND SELECTION	8
RISK ASSESSMENT	8
WORKING WITH PARTNERS	9
CHILD SAFEGUARDING TRAINING	9
KEEPING CHILDREN SAFE IN MARKETING & COMMUNICATIONS	10
VISITORS	10
POLICY REVIEW	10
ANNEX A: CHILD SAFEGUARDING CODE OF CONDUCT	11
ANNEX B: CHILD SAFEGUARDING REPORTING FLOWCHART.....	14
ANNEX C: CHILD PROTECTION INCIDENT REPORTING FORM	15

INTRODUCTION

Pacific Island Food Revolution (PIFR) has a zero-tolerance approach to child abuse. As an organisation managing and implementing programs in communities, we have an ethic duty to ensure that no child is harmed as a result of that work.

This policy demonstrates our commitment to ensuring the protection of children in all PIFR managed and implemented programs and organisational operations.

PURPOSE OF POLICY

The purpose of this Policy is to protect children participating in or impacted by PIFR programs and operations from all forms of abuse and exploitation.

This Child Safeguarding Policy has been developed to provide a practical guide to prevent child abuse in PIFR's work and outlines a range of risk management strategies that will be implemented to reduce the risk of children being harmed.

It sets out general principles, guidelines and obligations to assist all PIFR stakeholders to understand their role and responsibilities in protecting children.

It aims to educate PIFR stakeholders about child abuse and promote a child safe culture where everyone is committed to keeping children safe.

The Policy provides guidance on how to respond to concerns and allegations of child abuse as well as guidance to staff and stakeholders on how to work respectfully and effectively with children.

GUIDING PRINCIPLES

Zero tolerance of child exploitation and abuse

PIFR has a zero tolerance approach to child exploitation and abuse. All allegations of a breach of our Child Safeguarding Policy or Code of Conduct will be treated with the utmost importance and acted upon immediately.

Risk management approach

PIFR believes that all children have the right to be safe at all times, as such we will proactively work to provide safe and protective programs, activities and environments. We will do this by identifying, mitigating, managing or reducing any risks to children that may be associated with PIFR organisational functions, activities and managed programs.

Sharing responsibility for child safeguarding

Child safeguarding is a shared responsibility. To effectively manage risks to children, PIFR requires the commitment, support and cooperation of all PIFR stakeholders to keep children safe.

Recognition of the best interests of the child

All decisions regarding the welfare and protection of children will be made based on the principle of the best interests of the child.

Procedural fairness

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

Nodiscrimination

All children have the right to protection from exploitation and abuse regardless of their nationality, culture, ethnicity, gender identity, religious or political beliefs, socio-economic status, disability status, family or criminal background.

SCOPE OF POLICY

The scope of this Child Safeguarding Policy applies to the following stakeholders:

- PIFR personnel (paid personnel, volunteers, consultants, contractors, sub-contractors)
- PIFR board members
- PIFR partners
- PIFR visitors
- who work with PIFR or participate in PIFR managed / implemented programs.

DEFINITIONS

A child - any person under the age of 18 years

Child Safeguarding - is the term used to describe the responsibilities and activities undertaken to prevent or stop children being abused or maltreated.

Child Abuse - abuse happens to male and female children of all ages, ethnicity and social backgrounds, abilities, sexual orientation, religious beliefs and political persuasion. Child abuse includes physical, sexual, emotional, neglect, bullying, child labour and family violence. Abuse can be inflicted on a child by both men and women, as well as by young people themselves and in some cases; professionals and other adults working with children in a position of trust also abuse children.

Physical abuse – refers to 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.

Emotional abuse - refers to a parent or caregiver’s inappropriate verbal or symbolic acts towards a child, or a pattern or 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.

Neglect- is 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

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

Sexual abuse- Occurs when a child is used by an older or bigger child, adolescent or adult for his or her own sexual stimulation or gratification regardless of the age of majority or age of consent locally. Sexual abuse can include contact or non-contact acts such as 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.

Exploitation – is described as 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 gain

CODE OF CONDUCT

PIFR has developed a Child Safeguarding Code of Conduct to provide clear guidance to all PIFR stakeholders about ways to minimise risk to children and make clear the standards of behaviour and practice required of them at all times when they are in contact with children. These behaviours are not intended to interfere with normal family interactions.

All PIFR stakeholders are required to read and sign the Child Safeguarding Code of Conduct, which is located at **ANNEX A**.

REPORTING & RESPONDING TO CHILD SAFEGUARDING CONCERNS

It is mandatory for all PIFR stakeholders to report any witnessed, suspected or alleged incidents of child abuse or any breach of the Child Safeguarding Policy or Child Safeguarding Code of Conduct by anyone under the scope of this policy.

What should be reported?

Any disclosure, concern or allegation from a child, community member, PIFR stakeholder regarding the safety, abuse or exploitation of a child participating in or impacted by PIFR's work (this includes actual, suspected, or risk of abuse or harm to a child).

Any observation or concerning behaviour exhibited by a PIFR stakeholder that breaches the Child Safeguarding Policy or Code of Conduct put in place by PIFR.

When to report?

All child safeguarding concerns must be reported immediately.

How to report?

Child safeguarding reports should be made verbally or by completing the PIFR child abuse incident reporting form, see **ANNEX C**. Forms should be sent marked strictly confidential.

Who to report to?

Child abuse reports must be reported to:

Name: Peter Rudd
Role: General Manager/Chief Executive
Telephone: +64 21 479 182
Email: peter@pacificislandfoodrevolution.com

OR

Name: Robert Oliver
Role: Executive Director
Telephone: +64 21 256 7939
Email: robert@pacificislandfoodrevolution.com

What will happen when a report is made?

The PIFR General Manager/ Executive Director in consultation with the Executive Director will discuss the allegations and then decide upon the next step. This will involve one or more of the following steps:

- Interviewing the person/persons who made the allegations and/or other witnesses to gather more information with which to make a decision about the allegation;

- Reporting to local police and or child protection authority when it is suspected or becomes clear that a crime has been committed
- Reporting to local child protection services as necessary
- Referring the child to local support services if necessary
- Handling the concern internally if it is not a criminal matter
- No further action taken
- Providing support to all stakeholders (including reporter) as necessary

NOTE:

Where contracted to do so, PIFR will notify donors of reports and investigations that relate to activities that they fund. This will be done in a confidential manner ensuring that stakeholders are unidentified.

Confidentiality

Confidentiality is a key principle of reporting and managing child protection concerns. All information regarding a child protection concern must only be shared with the designated individuals listed above. The names of people involved and the details of the report will remain confidential. Information will only be released on a “need to know” basis or when required by law or when a report to police or child protection support services is made. PIFR will respect the rights of both the alleged victim and the alleged offender.

Sanctions

A breach of or failure to comply with the Policy or the Child Safeguarding Code of Conduct will result in the implementation of disciplinary procedures which may result in disciplinary action up to and including:

- In the case of an employee – dismissal of the employee;
- In the case of a volunteer - termination of the services of the volunteer;
- In the case of a Managing Board Member or a Board Committee Member - removal from office;
- In the case of a contractor who is a sole trader – termination of contract;
- In the case of personnel employed by a contractor or a subcontractor – a direction to the contractor requiring termination of the services of the person concerned and/or termination of the contract of the contractor or subcontractor;
- In the case of a partner – up to and including termination of all relations including contractual and partnership agreements with PIFR

Someone under investigation may be transferred to other duties, be suspended, or following an investigation, have their employment or association with PIFR terminated. In addition, depending on the nature of the allegation, cases may result in legal action; and/or criminal investigation and prosecution.

Disciplinary action will be taken against any personnel or associate found to:

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

All reports made in good faith will be viewed as being made in the best interests of the child regardless of the outcomes of any investigation. PIFR will ensure that the interests of anyone reporting child abuse in good faith are protected.

All reports will be handled professionally, confidentially and expediently

Each report will be investigated on a case by case basis. Responses will reflect the nature of the allegation.

PIFR will treat all concerns raised seriously and ensure that all parties will be treated fairly and the principles of natural justice will be a prime consideration. .

The rights and welfare of the child is of prime importance. Every effort will be made to protect the rights and safety of the child throughout the investigation.

CHILD SAFE RECRUITMENT AND SELECTION

PIFR is committed to using child safe recruitment, selection and screening practices. These practices aim to recruit the safest and most suitable people to work in our programs.

Our child safe practices include:

- Conducting and documenting at least two verbal reference checks that include child protection questions
- Undertaking criminal history checks for each country the individual has lived for 12 months or longer over the past 5 years, and for the individual's country of citizenship. PIFR will review these checks when personnel have a change in circumstances
- Requiring statutory declarations where criminal history checks are not available
- Requiring applicants to disclose whether they have been charged with child abuse/exploitation offences
- Requiring applicants to read and sign onto the PIFR Child Safeguarding Policy and Code of Conduct
- Including questions on child safeguarding during interviews

PIFR will not permit any person to work or have contact with children if they pose an unacceptable risk to children's safety or wellbeing.

PIFR employment contracts include a provision for suspension or transfer to other duties of any employee who is under investigation and provisions to dismiss an employee after an investigation.

Signed copies of the Child Safeguarding Policy and Code of Conduct will be kept by PIFR in a personnel file.

RISK ASSESSMENT

PIFR recognises that there are a number of potential risks to children in the delivery of our programs. In recognising these risks, we proactively assess and manage risks to children in order to reduce the risk of harm. This is achieved by examining each activity and program and its potential impact on children. Activities and programs that involve direct work with children are considered a higher risk, and therefore require more stringent child safeguarding procedures. Risk management is an ongoing part of all of our work involving and affecting children.

PIFR conducts a child safeguarding risk assessment on every activity involving and affecting children prior to commencement. Mitigation strategies are put in place for any risk identified and these (and any emerging risks) are actively monitored throughout the activity/program cycle.

PIFR stakeholders (as relevant) are trained in child safeguarding and risk assessment. They are expected to be continually aware of potential risks to children and youth as well as to be actively minimising opportunities and situations where children can be harmed.

Partners are expected to assess, document, manage and monitor risk to children. Where relevant and possible, children and their families will assist in identifying potential risks to their safety.

WORKING WITH PARTNERS

PIFR determines whether partners are a child safe organisation by including child protection in our partner appraisal process. We commit to working with partners in order to strengthen their ability to protect children.

Where a partner does not have their own Child Safeguarding Policy, Code of Conduct and procedures in place, PIFR will require that they adopt the Child Safeguarding Policy, Code of Conduct and procedures established by PIFR.

PIFR actively monitors the implementation of agreed child safeguarding measures and external compliance obligations with our partners on an ongoing basis via project reports, project visits or audits.

PIFR includes clauses on child safeguarding standards in all partnership agreements and contracts.

PIFR works with partners to undertake a child safeguarding risk assessment for all programs and activities involving or affecting children, this is monitored throughout the life of the project cycle.

CHILD SAFEGUARDING TRAINING

PIFR is committed to educating our stakeholders in child safeguarding and abuse, in the Child Safeguarding Policy and Code of Conduct, how to make a report and how to reduce risks and create child safe environments.

Personnel, board members and visitors to the field will be required to participate in child safeguarding training or briefings as part of their induction and will be required to participate in refresher or (depending on their role) other training focused on specific child protection issues.

Partners working directly with children and community members where the PIFR Program operates are responsible for providing them with information about how to report any child safeguarding concerns about PIFR stakeholders. This is monitored by PIFR.

All media or others visiting the field will be expected to undergo a child safeguarding briefing prior to their visit to PIFR facilitated programs.

PIFR maintains a register of all persons who have been trained.

KEEPING CHILDREN SAFE IN MARKETING & COMMUNICATIONS

PIFR recognises our responsibility to keep children when using their images or personal information for marketing and communication purposes. Accordingly, a set of guidelines are outlined in the ***PIFR Child Safeguarding Implementation Procedures***.

VISITORS

PIFR visitors include but are not limited to:

- Government officials
- People working for local or international media companies or as freelance journalists or photographers
- Donors
- Key stakeholders

All visitors to PIFR program activities will be required to read and sign onto the PIFR Child Safeguarding Policy and Child Safeguarding Code of Conduct and will receive a child safeguarding briefing.

All visitors to PIFR facilitated program activities and locations must be accompanied by PIFR or PIFR partner personnel.

POLICY REVIEW

The Child Safeguarding Policy will be reviewed every 3 years unless required earlier. The executive leadership of PIFR will manage the review of the policy. Any change made to the Policy will be signed off by PIFR management and the Board. All policy changes and updates will be communicated to all PIFR stakeholders.

ANNEX A: CHILD SAFEGUARDING CODE OF CONDUCT

Pacific Island Food Revolution (PIFR) stakeholders working on and participating in projects and activities that include contact with children are responsible for maintaining a professional role when working with children. This Child Safeguarding Code of Conduct aims to keep children safe and serves to protect everyone from misunderstandings by providing clear behavioural guidelines and expectations that assist stakeholders to establish and maintain clear professional boundaries when working with children.

I agree that while working with or on activities associated with Pacific Island Food Revolution I will:

- Act professionally in my interactions and relationships with children ensuring their safety and wellbeing
- Follow organisational policy and guidelines regarding the safety of children
- Comply with all New Zealand and relevant local (overseas) child protection legislation, including labour laws in relation to child labour. Comply as well with all child protection legislation, including labour laws in relation to child labour in countries in which PIFR has programs.
- Be alert to and respond appropriately to situations that could pose a risk to or have a negative impact on children because of the PIFR Program
- Treat all children with respect regardless of race, colour, gender identity, sexuality, language, religion, political or other opinion, national, ethnic or social origin, disability, birth or other status
- Immediately report concerns or allegations of child or exploitation and abuse and policy non-compliance in accordance with appropriate procedures
- Immediately disclose all 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 PIFR
- Be open and transparent about my actions and whereabouts when it may involve/involves contact with children
- Avoid actions or behaviours that could be perceived by others as child exploitation and abuse
- Treat with the utmost importance the confidentiality of children involved in PIFR programs
- Not use my position of power to exploit, harm, or humiliate a child in any way
- Wherever possible, ensure that I am not placed in a position where I am alone with a child or children by having another adult is present at all times when working with or near children
- Speak with a child's parent or guardian if I have concerns about their child's behaviour rather than disciplining the child myself
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate, sexually provocative or suggestive, or speak to a child in a way that is or could be construed by the child or an observer as harsh, threatening, intimidating, shaming, derogatory or humiliating – even as a joke
- Not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts and avoid attending locations or being in situations where it may be possible or likely that children may be / are being exploited for sexual purposes – mistaken belief of age is not a defence
- Not hold, massage, kiss, cuddle, fondle or touch children in an inappropriate or culturally insensitive manner

- Not engage in rough physical games including horseplay
- Not invite unaccompanied children into my home, any other private residences, hotel or other accommodation, office or a filming or production set, isolated private place unless they are at immediate risk of injury or in physical danger – in which case I must immediately contact my manager/supervisor
- Not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor’s permission must be obtained, and ensuring that another adult is present if at all possible (noting that this does not apply to an individual’s own children).
- Not do things of a personal nature that a child can do for themselves, such as going to the toilet or changing clothes
- Not use, possess, be under the influence of alcohol or illicit drugs whilst in the presence of children
- Not give children alcohol, cigarettes or illegal drugs
- Never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium
- Not use physical punishment on children
- Not transport children without manager approval and whom are not accompanied by their parent or guardian
- Not give money, food or gifts to children
- Not hire or seek assistance from children for domestic or other labour which is inappropriate given their age or development stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury
- Not seek to or make contact or spend any time with any child that I come into contact with in my role as a PIFR Stakeholder, outside of the designated activities set for performing my role with the PIFR Program, this includes exchanging or giving out personal contact details such as phone numbers, social networking sites, email or home addresses with a child or having unauthorised contact using any of these mediums
- Not accept invitations to socialise with program participants and their families outside or program activities
- Not invite a child or their family to visit me in my home country

When photographing or filming a child or using children’s images or information, I must:

- Assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
- Obtain informed consent from the child and parent or guardian of the child before photographing, filming or documenting personal details of a child. As part of this I must explain in local language how the photograph or film will be used (where, how, for how long etc)
- Work with colleagues and others to assess, document and manage the risks to individual children who are connected with/impacted by the publication (via television, radio, print, social media) of their image or personal information by either PIFR or their families who are PIFR Program participants.
- 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 posing in a way that could be seen as sexually suggestive
- Ensure images are honest representations of the context and the facts
- Ensure file labels, metadata or text descriptions do not reveal identifying information about a child (such as full name, community or school name that could be used to locate a child) when sending images electronically or publishing images in any form.

I understand that these behaviours are not intended to interfere with normal family interactions

Please sign here:

I acknowledge that I have read, understand and agree to abide by the Pacific Island Food Revolution Child Safeguarding Code of Conduct

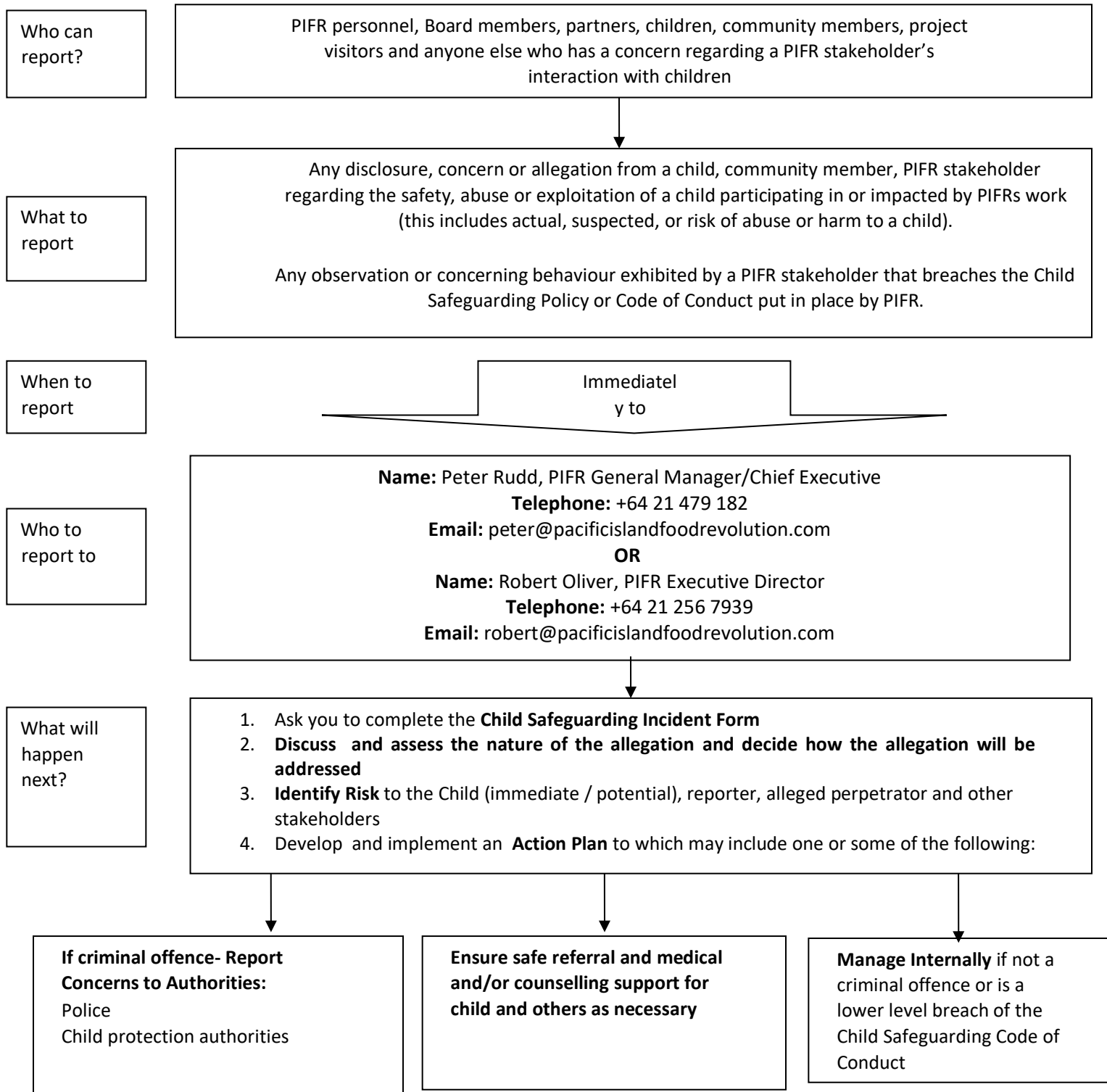
I understand that Pacific Island Food Revolution reserves the right to terminate my position and/or take legal action against me if I breach the Child Safeguarding Policy or Code of Conduct.

Name:

Signature:

Date:

ANNEX B: CHILD SAFEGUARDING REPORTING FLOWCHART



ANNEX C: CHILD PROTECTION INCIDENT REPORTING FORM

CONFIDENTIAL

Please complete this form to document and report any child protection concerns, a breach or potential breach of the Child Protection Policy or Code of Conduct. All child protection concerns should be reported immediately. This report must be made in strict confidence.

IMPORTANT! It is your responsibility to report an allegation – NOT to investigate. You DO NOT have to have proof of your concern or answers to all of the questions in order to complete this form.

Today's date: _____
Reporters name: _____
Position or relationship with PIFR: _____
Contact number: _____
Contact email: _____

DETAILS OF CONCERN / SUSPICION / INCIDENT:

Please fill out as many of the sections as possible, with as much detail as you can.

1) Describe what happened: time / date/s / names of persons involved (including the child/ren, alleged perpetrator, any witnesses)/ location of incident/ behaviour or signs observed / any other details that outlines your concern. Attach additional pieces of paper if necessary.

2. Provide details of any conversation with the child. Please describe exactly what the child said with his/her own words. (DO NOT SEEK TO CONTACT THE CHILD IN ORDER TO ANSWER THIS QUESTION):

3) Are there any immediate safety concerns for the child?

Yes

No

If so what are they?

4. Does the child have any immediate medical needs or specific vulnerabilities?

Yes

No

If so what are they?

5. Have you contacted anyone about this concern?

Yes

No

If so, who?

6. What, if any, other steps have you taken? (For example, responded to urgent medical needs)

Please sign and date this report

Signed: _____ Date: _____

OFFICE USE ONLY

Name of person who received Incident Report:

Date received: _____

Action taken:

Please document all discussions, actions, times and dates regarding the decisions taken in the management of this report until such time as it is finalized or closed. Please add additional sheets for reporting as needed.

IMPORTANT!

THIS FORM AND ANY OTHER RELEVANT INFORMATION MUST BE STORED SECURELY TO ENSURE CONFIDENTIALITY , NATURAL JUSTICE AND SAFETY OF ALL. IT SHOULD ONLY BE ACCESSED BY THE PIFR GENERAL MANAGER/CHIEF EXECUTIVE OR THE PIFR EXECUTIVE DIRECTOR.
