



**ID. Know Yourself  
Child Safeguarding Toolkit**

# INTRODUCTION

Welcome to the ID. Know Yourself Child Safeguarding Toolkit. This Toolkit supports the implementation of the ID. Know Yourself Child Safeguarding Policy and provides practice guidance and tools for staff and partners to safeguard children across the ID. Know Yourself program.

## Who is this toolkit for?

All ID. Know Yourself staff and volunteers, directors, officers, board members, interns, secondees, visitors, consultants (**Staff**), program partners and their Staff.

## Using the toolkit

This is a reference document to be used for guidance on Child Safeguarding, where readers can navigate to the sections relevant to their work. This document is not a guide to deal with, monitor or address broader child protection concerns in the communities from which mentees or mentors come to ID. Know Yourself.

# TABLE OF CONTENTS

<b>1.</b>	<b>Introduction to Child Safeguarding</b> .....	- 4 -
1.1	What is Child Safeguarding? .....	- 4 -
1.2	Why is Child Safeguarding important to ID. Know Yourself? .....	- 4 -
1.3	Important definitions .....	- 5 -
1.4	Legal frameworks and requirements for the protection of children .....	- 5 -
1.5	The ID. Know Yourself Child Safeguarding Policy and Code of Conduct .....	- 6 -
<b>2.</b>	<b>Child Safeguarding Recruitment and Screening</b> .....	- 7 -
2.1	The ID. Know Yourself Child Safeguarding Minimum Standards.....	- 7 -
2.2	Why is Child Safeguarding Recruitment and Screening important? .....	- 7 -
2.3	Step-by-Step guide for Recruitment and Screening.....	- 8 -
2.4	Child Safeguarding Interview and Reference Check Questions .....	- 9 -
2.5	Working With Children Checks (WWCC) .....	- 10 -
2.6	Induction and Training .....	- 10 -
<b>3.</b>	<b>Child Safeguarding Delegate</b> .....	- 11 -
3.1	What is the Child Safeguarding Delegate and what are their responsibilities? .....	- 11 -
3.2	How to contact the Child Safeguarding Delegate.....	- 11 -
<b>4.</b>	<b>Volunteers</b> .....	- 12 -
4.1	ID. Know Yourself Child Safeguarding Minimum Standards for volunteers .....	- 12 -
4.2	Why is child safeguarding important for volunteers?.....	- 12 -
4.3	Volunteer Child Safeguarding procedures .....	- 12 -
<b>5.</b>	<b>Child Safeguarding Reporting</b> .....	- 13 -
5.1	Minimum Standards for Child Safeguarding Reporting Procedures .....	- 13 -
5.2	The ID. Know Yourself Child Safeguarding Reporting Process .....	- 13 -
5.3	Making a Child Safeguarding Report at ID. Know Yourself .....	- 14 -
5.4	Managing Internal Investigations.....	- 15 -
5.5	Partner Personnel.....	- 15 -
5.6	Disclosure of abuse from a child .....	- 15 -
<b>6.</b>	<b>Child Safeguarding Risk Management</b> .....	- 16 -
6.1	Minimum Standards for risk management.....	- 16 -
6.2	Child Safeguarding Risk Assessment .....	- 16 -
<b>7.</b>	<b>Child Safeguarding Monitoring</b> .....	- 18 -
7.1	Monitoring child safeguarding practices at ID. Know Yourself .....	- 19 -
7.2	Monitoring multiple partners .....	- 19 -
<b>8.</b>	<b>Use of Children's Images and Ethical Content</b> .....	- 20 -
8.1	ID. Know Yourself's Minimum Standards for the use of children's images .....	- 20 -
8.2	ID. Know Yourself Guidelines regarding children, images and messaging .....	- 20 -
8.3	Obtaining informed consent.....	- 20 -
8.4	Risks associated with using images of children .....	- 21 -

<b>9.</b>	<b>The Voice of Children in Child Safe Organisations</b> .....	- 22 -
9.1	Introduction .....	- 22 -
9.2	Child-Friendly Feedback and Complaints Mechanisms .....	- 22 -
9.3	A Child Rights approach to participation .....	- 23 -
9.4	Use of personal data and sensitive information .....	- 23 -
<b>10.</b>	<b>Child Safeguarding in the Context of Affiliate and Partner Contracts</b> .....	- 24 -
10.1	Minimum Standards for Affiliate and Partner Agreements .....	- 24 -
10.2	Why is this important? .....	- 24 -
10.3	Checklist for Partners .....	- 24 -

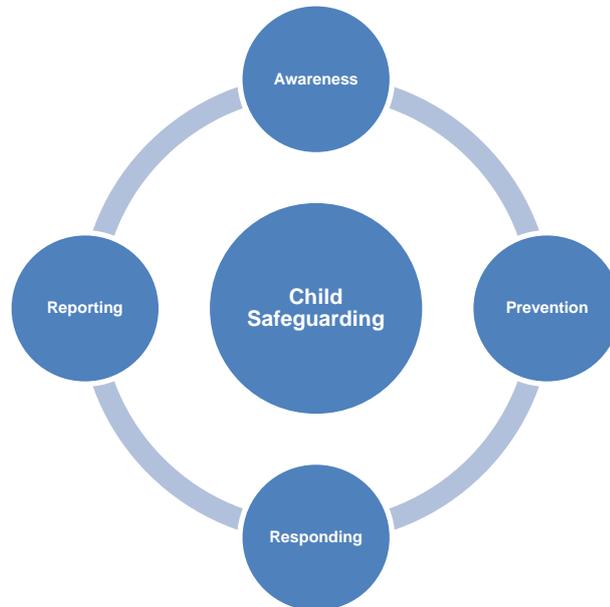
# 1. Introduction to Child Safeguarding

## 1.1 What is Child Safeguarding?

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Child Safeguarding is a responsibility that organisations have to ensure that their Staff, operations and programs do not harm children that come into contact with their work. Child Safeguarding covers the policies, procedures and practices employed to ensure this and create a child safe organisation.

There are four components to Child Safeguarding that inform the approach ID. Know Yourself has in safeguarding the children that take part in its programs.



**Awareness** of how ID. Know Yourself provides a framework to maintain a child safe organisation and of the role each person plays in embedding this framework into everyday practice.

**Prevention** in reducing the opportunity of a child being harmed as a result of coming into contact with the ID. Know Yourself program or activities.

**Reporting** any concerns for the safety or wellbeing of a child through a professional, well-managed and confidential process.

**Responding** to any child safeguarding concerns and reports by utilising a clear understanding of child safe interactions and identifying unsafe or unacceptable conduct toward a child.

## 1.2 Why is Child Safeguarding important to ID. Know Yourself?

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ID. Know Yourself is a child-focused organisation that exists to support young Aboriginal people and children in Out of Home care and from low income backgrounds through a range of learning programs and experiences.

A substantial part of this program involves mentoring children between the ages of 6 and 19, focusing on their best interests, which means establishing and maintaining a safe environment for the children in all circumstances.

Communities place trust in organisations to always act in the best interests of their children, and the ID. Know Yourself Staff have a responsibility to the children they come into contact with in their day-to-day work. We also insist on treating all children in or care with respect and fairness.

We know the majority of people engaged by organisations like ID. Know Yourself will always act in the best interests of the child, but organisations must nevertheless continue to assess and monitor the risk of a child being abused as a result of coming into contact with someone engaged by ID. Know Yourself. We must also protect personnel from misunderstandings through the implementation of child safeguarding policies and measures.

### 1.3 Important definitions

Form of abuse or exploitation	Definition
<b>Child abuse</b>	The abuse of children's rights, including all forms of violence against children: physical, spiritual, emotional, sexual, family violence, neglect, sexual exploitation, abduction and trafficking for sexual purpose, involvement of a child in online child sexual exploitation, and child labour.
<b>Physical abuse</b>	The purposeful injury, or threat to injure, a child. Physically abusive behaviour can include shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling, and physically giving young people drugs, alcohol or poison.
<b>Neglect</b>	The persistent failure or the deliberate denial to provide a child with clean water, food, shelter, sanitation, or supervision or care in such a way that the child's health and development is at risk.
<b>Emotional abuse</b>	The persistent attack on a child's self-esteem. Emotionally abusive behaviour includes but is not limited to name calling, threatening, ridiculing, shaming, intimidating or isolating the child.
<b>Sexual abuse</b>	Where a child is used by another child, adolescent or adult for their own sexual stimulation or gratification. Sexual abuse involves contact and non-contact activities which encompasses all forms of sexual activity involving children, including exposing a child to online child sexual exploitation material or taking sexually exploitative images of children.
<b>Family violence</b>	Verbal, physical, sexual or emotional violence within the household or family context which a child witnesses or experiences, usually on a regular basis.
<b>Commercial sexual exploitation of children</b>	Where a child is targeted as both a sexual object and commercial object, and sexual abuse is carried out by an adult against a child with remuneration in cash or kind to the child or a third person.
<b>Online child sexual exploitation</b>	All acts of a sexually exploitative nature carried out against a child that has connection to the online environment.
<b>Grooming</b>	Generally, behaviour that makes it easier for an offender to procure a child for sexual activity. This behaviour can include building a relationship of trust with a child, and then seeking to sexualise that relationship (for example by favouring a child, excessive attention or gifts, using sexualised language or physical contact, or exposing the child to sexual concepts through online sexual exploitation material).
<b>Online-facilitated child sexual abuse</b>	The sending of an electronic message to a recipient who the sender believes to be under the age of 18, with the intention of procuring that recipient to engage in sexual activity with another person (including but not necessarily the sender). It also includes sending an electronic message with indecent content to a recipient the sender believes to be under 18 years of age.
<b>Child labour</b>	Work that deprives children of their childhood, their potential and their dignity, and that is harmful to their physical and mental development by interfering with their schooling and recreation.

### 1.4 Legal frameworks and requirements for the protection of children

Australian child protection laws vary between each State and Territory. For a comprehensive list and description of the relevant legislation across Australia, go to the Australian Institute of Family Studies resource sheet (<https://aifs.gov.au/cfca/publications/australian-child-protection-legislation>).

ID. Know Yourself has obligations under a number of those Acts to ensure that all children are provided with a safe environment that is free of violence and exploitation and provides services that foster their health, developmental needs, spirituality, self-respect and dignity. In particular, ID Know Yourself Staff are required to report any forms of abuse to the Department of Communities and Justice under the *Children and Young Persons (Care and Protection) Act 1998 (NSW)*.

In the international context, a number of guidelines and protocols have been adopted by the international community in recognising the need to protect children, including the 1989 United Nations Convention on the Rights of the Child (**CRC**). The CRC outlines the right of every child in all situations to be protected from economic exploitation, from all forms of sexual exploitation and abuse, and from physical or mental violence.

## 1.5 The ID. Know Yourself Child Safeguarding Policy and Code of Conduct

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The Child Safeguarding Policy and Code of Conduct provide the framework for child safeguarding at ID. Know Yourself, including all ID. Know Yourself endorsed and funded programs and activities. They can be located at [www.idknowyourself.com](http://www.idknowyourself.com)

### **What is the Child Safeguarding Policy?**

The Policy defines the guiding principles and approach of ID. Know Yourself to child safeguarding, and provides the organisation's minimum standards to be met in different aspects of our work to ensure that we operate as a child safe organisation.

### **What is the Code of Conduct?**

The ID. Know Yourself Child Safeguarding Code of Conduct outlines safe, acceptable and professional behaviour in relation to children expected of all Staff. The Code of Conduct builds on the key principles and standards of the Policy by providing clear boundaries when interacting with children, but relies first and foremost on individuals using judgment and common sense to avoid actions or behaviours that could be construed as child abuse or exploitation.

## 2. Child Safeguarding Recruitment and Screening

### 2.1 The ID. Know Yourself Child Safeguarding Minimum Standards

Minimum standards	Practical requirements
<p>For recruitment of Staff for positions that involve contact with children and working with children (whether paid staff, volunteers, consultants, interns or independent contractors):</p> <ul style="list-style-type: none"> <li>Obtain a domestic and/or international police check prior to engagement</li> <li>Obtain the relevant Working With Children Check (WWCC)</li> <li>Compulsory Child Safeguarding Interview Question to be asked for all applicants</li> <li>Child Safeguarding questions to be asked in verbal reference checks</li> <li>Additional screening measures such as interview plans that incorporate behavioural-based interview questions specific to positions that involve working with children.</li> </ul>	<ul style="list-style-type: none"> <li>Documented police check before engagement</li> <li>Checks must be conducted for each country in which the individual has lived for 12 months or longer over the last 5 years and for countries of citizenship</li> <li>Documented verbal referee checks</li> <li>Documented requested for an applicant to disclose any child exploitation charges, and their response</li> <li>Interview plans incorporated the compulsory child safeguarding question</li> <li>Interview plans incorporated behavioural-based interview questions specific to positions that involve working with children</li> <li>Documented copy of WWCC</li> </ul>
<p>Employment contracts and volunteer agreements to contain a provision for suspension of duties of any employee who is under investigation for a child safeguarding incident and provisions to dismiss any employee based on the outcome of that investigation.</p>	<p>Employment contracts for all Staff to contain appropriate provisions.</p>
<p>Ensure all staff have read, understood and signed the Child Safeguarding Code of Conduct prior to engagement</p>	<p>Documented evidence of signed and dated Child Safeguarding Code of Conduct</p>
<p>Staff attend a mandatory child safeguarding training session</p>	<ul style="list-style-type: none"> <li>Training attendance records</li> <li>Training agendas and timeframes for training</li> <li>Materials used in training</li> </ul>

Where it is not possible to secure a reliable police check, the other recruitment and screening measures are critical and it is recommended that additional questions be asked during reference checks in terms of the applicant's suitability to be in contact with children.

### 2.2 Why is Child Safeguarding Recruitment and Screening important?

Child safeguarding recruitment and screening processes are essential to:

- enable ID. Know Yourself to choose the most appropriate person for a position involving contact with children;
- strengthen the ability of ID. Know Yourself to prevent access to children by those with a known history of harming children; and
- discourage individuals who pose an unacceptable risk to children from applying for positions.

#### **Child Safe Message**

When people are applying to be employed or engaged by ID. Know Yourself, they must receive a clear message about the values and principles of the organisation. They should also receive the message that ID. Know Yourself is a child safe organisation.

Examples of this include:

- ID. Know Yourself is a child safe organisation
- The safety and wellbeing of children is a priority of ID. Know Yourself
- ID. Know Yourself provides a child safe environment in all our programs and activities.
- ID. Know Yourself has strong recruitment procedures to make sure that the safest and most suitable people work with the children in our programs.

This is important as offenders may target organisations like ID. Know Yourself because the status and trust they gain as a representative of one of these organisations provides them with access and opportunities to be in contact with children. A child safe message will deter those individuals who may seek to work or volunteer for ID. Know Yourself in order to abuse or exploit children.

## TIPS FOR PROMOTING ID. KNOW YOURSELF'S CHILD SAFE MESSAGE

1. Include a child safe message on the ID. Know Yourself website and career/volunteering page.
2. Send out a copy of the Child Safeguarding Policy and Code of Conduct to potential applicants, and attach them to the position description.
3. Include child safeguarding statements in position advertisements and position descriptions.
4. Include child safeguarding at any Staff information sessions, briefings or recruitment campaigns.
5. Consultant Terms of References and partnership MOUs and agreements to include the child safe message.

It is important to complete all steps in the recruitment and screening process, as they put together a picture of the applicant as a whole and information of concern can appear at any stage and indicate that someone may not be suitable to be in contact with children.

Interviews and verbal reference checks provide opportunity to understand:

- a person's motivation for wanting to work for or volunteer with ID. Know Yourself;
- past behaviours and experiences of being in contact with communities and children; and
- any concerns from referees in terms of interactions with children or values and attitudes toward children.

### 2.3 Step-by-Step guide for Recruitment and Screening

Step	Description and tools
<b>Advertise position</b>	<ul style="list-style-type: none"> <li>• Include a child safe message in the advertisement or a statement to the effect that ID. Know Yourself is a child safe organisation and all successful applicants will be required to sign a Child Safeguarding Code of Conduct.</li> </ul>
<b>Information to applicants</b>	<ul style="list-style-type: none"> <li>• Include a copy of the Child Safeguarding Policy and Code of Conduct</li> <li>• Let applicants know that they will be required to undergo screening</li> </ul>
<b>Identity check</b>	<ul style="list-style-type: none"> <li>• Ask for original copies of identity documents (100 points of ID is required for a police check) – for example, driver's license, passport or identity cards.</li> </ul>
<b>Interview</b>	<ul style="list-style-type: none"> <li>• Develop and file a list of relevant child safeguarding interview questions (preferably behaviour based) to select from and include in interview-question plans. 2-3 of these questions should be included in the interview.</li> <li>• For all applicants, include one child safeguarding interview question. Example wording includes: <i>"As an organisation that primarily works with young people and children, ID. Know Yourself takes its duty of care seriously to safeguard children. If successful, you will be required to sign the Child Safeguarding Code of Conduct that outlines the standards of behaviour expected of staff when in contact with children. Why do you think such a Code of Conduct is important for an organisation like ID. Know Yourself?"</i></li> </ul>
<b>Criminal record/police check</b>	<ul style="list-style-type: none"> <li>• Criminal Record/Police Check must be returned clear prior to verbal offer of employment or engagement.</li> <li>• Mandatory for contact with/working with children positions.</li> </ul>
<b>WWCC</b>	<ul style="list-style-type: none"> <li>• WWCC must be conducted prior to verbal offer of employment or engagement.</li> </ul>
<b>Verbal reference checks</b>	<ul style="list-style-type: none"> <li>• A minimum of 2 verbal reference checks must be conducted and documented.</li> <li>• Develop and file a list of relevant child safeguarding questions to select from and include in verbal references with candidates' referees.</li> <li>• Reference checks can include voluntary positions, from the community, roles the applicant has been involved in such as supervising children or running activities for children in the community.</li> <li>• If possible, it is preferable to use a business or organisation number to contact a referee rather than a personal mobile number.</li> </ul>

<b>Employment contract</b>	<ul style="list-style-type: none"> <li>• Employment contract must include provisions for suspension or transfer to other duties of any staff member or volunteer who is under investigation and provisions to dismiss any staff member after an investigation.</li> <li>• Successful applicant must sign and return the Child Safeguarding Code of Conduct.</li> </ul>
<b>Induction and training</b>	<ul style="list-style-type: none"> <li>• Once engaged, it is important to provide staff, volunteers and consultants with the support and supervision required to be safe in their interactions with children. They must also be fully aware of their responsibilities to protect children and how to report concerns or allegations about child abuse and exploitation.</li> <li>• All staff should attend a child safeguarding training session (ideally conducted before completion of probation for permanent staff).</li> </ul>

## 2.4 Child Safeguarding Interview and Reference Check Questions

All child safeguarding questions should reinforce positive messages regarding the safeguarding of children from abuse and exploitation. They should set boundaries for potential new Staff and are a way of selecting the safest and most suitable staff to work with the children at ID. Know Yourself.

Question	Example
Compulsory child safeguarding question	<ul style="list-style-type: none"> <li>• As a child-focused organisation that exists to support and mentor young Aboriginal people and children, ID. Know Yourself takes its duty of care seriously to safeguard children in its care. If successful, you will be required to sign the Child Safeguarding Code of Conduct that outlines the standards of behaviour expected of staff and volunteers when in contact with children. Why do you think a Child Safeguarding Code of Conduct is important for an organisation like ID. Know Yourself?</li> </ul>
Awareness of ID. Know Yourself as child safe	<ul style="list-style-type: none"> <li>• Are you aware of our Child Safeguarding Policy? What do you think of it? Why is this policy important in the context of our work? What relevance do you think it has to your role?</li> <li>• ID. Know Yourself is a child safe organisation. What do you think this means?</li> <li>• What motivates you to work with ID. Know Yourself?</li> <li>• What boundaries are important when in contact with children?</li> </ul>
Child-focused questions	<ul style="list-style-type: none"> <li>• What are some of the main rights of children and what do you think about them?</li> <li>• During your work, you will come into contact with children. How do you feel about that? Are there any age groups you feel more or less comfortable being in contact with?</li> <li>• If you saw a person severely hit a child, what would you do?</li> <li>• How would you create a child safe and friendly space for a child/child with a disability/young adult?</li> </ul>
Accountability	<ul style="list-style-type: none"> <li>• Is there anything that we might find out about during reference checks that you'd like to speak about?</li> <li>• How do you feel about being supervised?</li> <li>• If you were concerned about the actions or behaviour of a colleague or a worker from a partner organisation towards children, how would you respond?</li> <li>• What have you done when a colleague has broken a rule, or code of conduct?</li> <li>• What would you do in a particular situation? <i>Scenarios can then be set up that involve potential concerns, boundary issues, or child policies and interactions to assess their response.</i></li> </ul>
Previous experience working with children or in the community	<ul style="list-style-type: none"> <li>• Have you worked or volunteered previously in a similar position where you had contact with children in the community? What did you like about it/find difficult about it?</li> <li>• Tell me about a time that you worked closely in communities and the position required you to interact with young people or children.</li> </ul>
Personal values	<ul style="list-style-type: none"> <li>• What strengths in working with children do you bring from your community, family or cultural background?</li> <li>• What qualities have you observed in others that you have admired, particularly in regard to their work with or care of children?</li> <li>• What do you think makes a good role model for young people?</li> </ul>

When evaluating answers to these questions, it is important to remember:

- to test their levels of awareness around the problem of child abuse and exploitation and the risks to children relevant to the position they are applying for;
- to test their understanding of the Child Safeguarding Policy and Code of Conduct they received prior to the interview, their commitment to the principles and values underpinning those documents, and their ability to conduct themselves in a way consistent with these standards;
- to gain a sense of the applicant's personal and professional values and practices in relation to work with children and contact with children generally; and
- assess whether applicants have an understanding of the position of trust they will hold as representatives of ID. Know Yourself when working in the community and with partners and the importance of always acting in the best interests of children.

### **Reference check questions**

At a minimum, every referee should be told that ID. Know Yourself is a child-focused organisation and takes its duty seriously to safeguard children under its care, and then asked if there is any reason they know of as to why ID. Know Yourself should be concerned about the applicant as it relates to their conduct with children.

Examples of other questions that could be asked include:

- How would you describe the personal character of the applicant?
- In your time working with the applicant, was there anything that led you to believe they would not be suitable to be in contact with children?

## **2.5 Working With Children Checks (WWCC)**

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WWCC in Australia are State and Territory based and can be conducted for both paid and voluntary work to make an assessment of the level of risk and individual poses to children's safety.

They differ from Police Checks in that WWCC are more extensive and more targeted. Police checks identify and release criminal history information relating to convictions, findings of guilt or pending court proceedings.

In general, WWCC give consideration to:

- convictions – whether or not they are considered spent or were committed by a juvenile
- apprehended violence orders and other orders, prohibitions or reporting obligations
- charges, where a conviction was not recorded or where they were dismissed or withdrawn
- any relevant allegations or police investigations involving the individual
- relevant employment proceedings and disciplinary information from professional organisations (for example, organisations associated with teachers, child care, foster care and health)

## **2.6 Induction and Training**

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As a minimum, ID. Know Yourself Staff must attend a mandatory child safeguarding training session, ideally prior to completion of probation and a refresher training very two years. This is important, as all Staff must have the support and information needed to be safe in their interactions with children and contribute to a child safe environment at ID. Know Yourself.

Training provides an opportunity:

- for people to understand how they will be supported and guided in the area of child protection and safeguarding, which is often a complex, nuanced and sensitive topic
- to start a conversation about child safeguarding amongst teams
- to promote an open and transparent culture where Staff feel confident to raise any concerns.

### 3. Child Safeguarding Delegate

#### 3.1 What is the Child Safeguarding Delegate and what are their responsibilities?

The ID. Know Yourself Child Safeguarding Delegates Glendra Stubbs, located in the organisation's head office located at 145 Cleveland Street, Darlington NSW 2008.

The roles and responsibilities of the Child Safeguarding Delegate include:

- (a) to receive reports or concerns for the safety or wellbeing of a child from staff;
- (b) to manage and if necessary investigate child safeguarding reports;
- (c) to provide support to ID.Know Yourself Staff in management and investigation of child safeguarding reports;
- (d) to immediately report any suspected or alleged instances of child abuse, exploitation, harm or Child Safeguarding policy non-compliance

Criteria for the Child Safeguarding Delegate includes:

- (a) Full-time senior staff-member
- (b) Trained in handling and investigating child safeguarding reports
- (c) Skilled in managing complex and sensitive issues regarding personnel
- (d) Familiar with the ID. Know Yourself Safeguarding Policy, Child Safeguarding Code of Conduct, Child Safeguarding Reporting Process and Procedures, and mandatory reporting requirements under Australian law

#### 3.2 How to contact the Child Safeguarding Delegate

The current Child Safeguarding Delegates are Isaiah Dawe (Chief Executive Officer) and Eunice Grimes (Program Director). Contact details are as follows:

Isaiah Dawe	Eunice Grimes
Phone: [0452300509] Email: [Isaiah@idknowyourself.com]	Phone: [0423729172] Email: [eunice@idknowyourself.com]

For an urgent report where you believe there is an immediate risk to a child's safety, contact local police or, where available, government child protection 24-hour telephone line.

## 4. Volunteers

### 4.1 ID. Know Yourself Child Safeguarding Minimum Standards for volunteers

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Minimum Standards	Evidence required to satisfy standard
<p>For ID. Know Yourself volunteers:</p> <ul style="list-style-type: none"> <li>• Sign the Child Safeguarding Policy and Code of Conduct</li> <li>• Volunteer briefing to include child safeguarding standards</li> <li>• Information provided on reporting and complaints handling process</li> <li>• Supervision by ID. Know Yourself staff</li> <li>• Criminal record check or WWCC</li> <li>• Interview to include child safeguarding question as relevant</li> <li>• Verbal reference checks</li> </ul>	<ul style="list-style-type: none"> <li>• Documented evidence of signed and dated Child Safeguarding Code of Conduct</li> <li>• Documented evidence of briefing materials</li> <li>• Documented copy of WWCC</li> <li>• Documented criminal record check</li> <li>• Documented verbal referee checks</li> </ul>
<p>For program visitors from partners:</p> <ul style="list-style-type: none"> <li>• Criminal record check or WWCC</li> <li>• Sign the Child Safeguarding Policy and Code of Conduct</li> <li>• Briefing to include child safeguarding standards including images, social media and ethical content requirements</li> <li>• Information provided on how to make a report and the complaints handling process</li> <li>• Supervision by ID. Know Yourself staff</li> </ul>	<ul style="list-style-type: none"> <li>• Documented criminal record check or WWCC</li> <li>• Documented evidence of signed and dated Child Safeguarding Code of Conduct</li> <li>• Documented evidence of briefing materials</li> </ul>

### 4.2 Why is child safeguarding important for volunteers?

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Volunteers are often attracted to volunteer for an organisation that shares their values. Promoting our Child Safeguarding Policy and commitment to providing a child safe environment in all programs and activities will attract volunteers who share these values.

Unfortunately, organisations like ID. Know Yourself have been targeted by child sex offenders offering to volunteer in order to gain access to children. Whilst we know that the majority of volunteers act in the best interests of children, ID. Know Yourself must always be vigilant in reducing the risk of engaging a volunteer who may not be safe or suitable to be in contact with children.

Some people may just not have the right attitude towards children's rights and child safeguarding, or appropriate personal approaches or values to work with or be in contact with the children under the care of ID. Know Yourself. It is therefore important to assess this before volunteers are engaged.

### 4.3 Volunteer Child Safeguarding procedures

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Volunteers should be provided with the following:

- (a) Clear guidance and information on interacting safely with children, including induction on the Child Safeguarding Code of Conduct
- (b) Support and feedback so they feel connected to the organisation and accountable as representatives of ID. Know Yourself
- (c) Information on the reporting and complaints handling process, so that volunteers are aware of their obligations to raise concerns they may have about the safety or wellbeing of a child or the conduct of a staff member, volunteer or visitor
- (d) Briefing on ethical content guidelines and requirements for photography

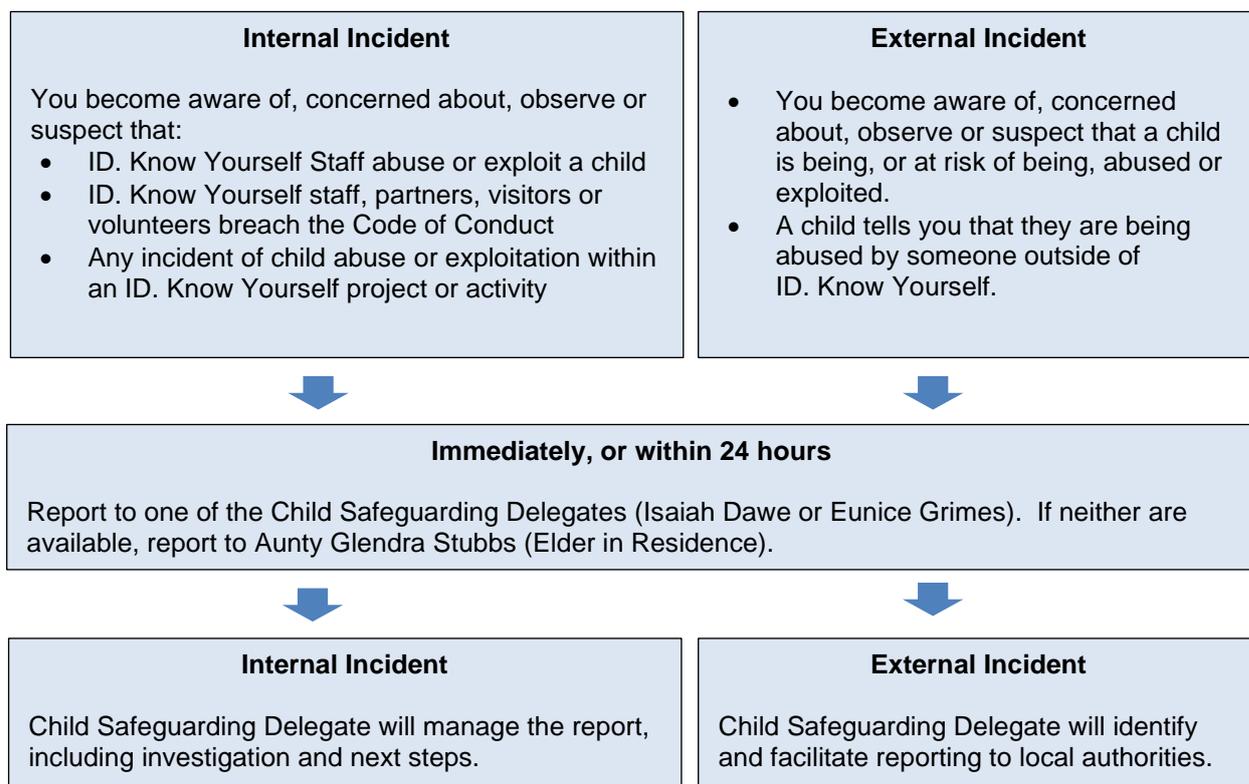
## 5. Child Safeguarding Reporting

### 5.1 Minimum Standards for Child Safeguarding Reporting Procedures

Minimum Standards	Evidence required to satisfy standard
A documented reporting procedure for allegations of child abuse and exploitation, non-compliance with code of conduct and policy, including possible disciplinary outcomes.	<ul style="list-style-type: none"> <li>Guidelines to manage concerns or allegations of child exploitation and abuse, or policy/conduct code non-compliance</li> <li>Documentary evidence of how all ID. Know Yourself staff, volunteers and partners are made aware of the reporting process and procedures</li> <li>Evidence of where reporting procedures and reporting guidelines are made available</li> <li>Evidence outlining ID. Know Yourself's details of available sanctions and disciplinary outcomes.</li> </ul>
Where required, ID. Know Yourself will immediately report any suspected or alleged instances of child abuse, exploitation, harm or child safeguarding non-compliance to FACS.	<ul style="list-style-type: none"> <li>Register to document incidents</li> <li>Report forms</li> <li>Evidence of communications with FACS</li> </ul>
For external incidents, there must be information provided for the general public on how to raise a concern or make a complaint.	<ul style="list-style-type: none"> <li>Information on website with contact details</li> <li>Posters or fact sheets made visible at the ID. Know Yourself office and mentoring space</li> </ul>

### 5.2 The ID. Know Yourself Child Safeguarding Reporting Process

The following flow-chart provides the process that all ID. Know Yourself Staff should follow to raise a concern for the safety or wellbeing of a child.



The Child Safeguarding Delegate must be informed of all reports within 24 hours, and kept apprised of investigation outcomes. Such outcomes may include performance management, investigation, formal warning or suspension pending investigation, report to police, or dismissal.

All reports will be handled confidentially.

### 5.3 Making a Child Safeguarding Report at ID. Know Yourself

If any Staff has a child safeguarding concern related to an ID. Know Yourself project, event or activity, they should make a report. All reports will be taken seriously and positive steps will be taken to ensure the immediate safety and wellbeing of the child or children.

Reports can be made by:

- A child reporting a concern about any ID. Know Yourself Staff member
- An adult (whether Staff, partner, parent, visitor or community member) reporting a concern about ID. Know Yourself Staff, personnel, partner personnel or visitor
- A child or adult reporting a concern about someone external to ID. Know Yourself.

#### Why should you report?

Example of incident	Why should you report
<p>An <b>external</b> incident that is committed by someone other than ID. Know Yourself personnel.</p> <p>For example, if ID. Know Yourself Staff are made aware of or witness physical, sexual, emotional abuse or the neglect of a child in the community or in the course of our work.</p>	<ul style="list-style-type: none"> <li>• ID. Know Yourself has a duty of care and a legal obligation to report any child safeguarding or child protection concerns.</li> <li>• The purpose of reporting an external incident is that we can ensure action is taken to protect the safety of any child who is or might be at risk of abuse.</li> <li>• Reporting of local level incidents can also help us to better mitigate child safeguarding risks in our programs and activities.</li> </ul>
<p>An <b>internal</b> incident involving the breach of a child safeguarding policy or procedures by ID. Know Yourself Staff.</p> <p>For example, this can arise where:</p> <ul style="list-style-type: none"> <li>• there is a breach of the Child Safeguarding Code of Conduct</li> <li>• issues are raised through the course of feedback, recruitment and selection, or other screening mechanisms</li> <li>• a staff member refuses to sign the Child Safeguarding Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• These incidents should be reported to ensure that ID. Know Yourself is able to take all necessary steps to fulfil its commitment to safeguard children.</li> <li>• ID. Know Yourself has a responsibility to ensure that we take action to ensure that breaches do not occur again and that measures are put in place to prevent a child from being abused or exploited as a result of interaction with our program and activities.</li> </ul>
<p>An <b>internal</b> incident where child abuse is committed by an ID. Know Yourself Staff member.</p> <p>This can take the form of an accusation, suspicion or report of any form of child abuse inside or outside of working hours.</p>	<ul style="list-style-type: none"> <li>• The purpose of reporting these incidents is to ensure that ID. Know Yourself takes necessary steps to respond to these reports and prevent any further abuse against the child or other children.</li> <li>• These reports are part of our due diligence and contribute to fulfilling our responsibilities and commitments under our policies and the applicable child protection legislation.</li> </ul>

#### What if I don't have any proof?

It is not the role of ID. Know Yourself Staff to prove that a child safeguarding incident has occurred. Staff should not gather evidence, speak to anyone involved, or investigate the incident themselves.

ID. Know Yourself does not expect its personnel to have conclusive facts before making a report, rather, they are required to report any knowledge or concern, founded or otherwise, that they may have of a child safeguarding incident.

Most children will not speak up if they are being abused or harmed, so it is the responsibility of adults to make a report if they suspect or observe a child being harmed.

#### Confidentiality, safety and wellbeing

It is a guiding principle of the ID. Know Yourself Child Safeguarding Policy to maintain and promote the confidentiality, safety and wellbeing of everyone involved in any report of a child safeguarding incident, including the individuals who reported and the individual against whom the allegation is made.

When responding to reports and allegations, ID. Know Yourself will ensure that all those involved are treated fairly and respectfully during an investigation and any applicable disciplinary process.

### **What to expect from reporting a Child Safeguarding incident or concern**

Any person who reports a child safeguarding concern or incident will receive information about the progress of the investigation where possible. [ID. Know Yourself will have an EAP/counselling service through an external support service called Youth Block]

Depending on the extent of the breach, any founded incident may result in:

- performance management;
- further education and training on the Child Safeguarding Policy and Code of Conduct;
- formal warning and monitoring;
- suspension pending investigation;
- internal investigation;
- report to police; or
- termination of employment or engagement.

#### **5.4 Managing Internal Investigations**

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Any investigation will be managed by the Child Safeguarding Delegates

- Investigation details will be limited to those staff who have direct input into and are involved in the management of the incident.
- Investigations will be conducted in a timely and confidential manner.
- If at any time it is suspected that a criminal offence has been committed, a report will immediately be made to the police.
- Any response to the media or public statement will be managed by the CEO. ID. Know Yourself will take immediate steps to make a clear and honest statement to the public about its response, including the steps taken to remove risk to children, investigation details and how the child and their family are being supported.

#### **5.5 Partner Personnel**

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When working with partner organisations, a joint agreement or provisions to safeguard children and the procedure to be followed in the event of concerns about child abuse and exploitation needs to be discussed and clearly stated in contracts and other formal agreements.

#### **5.6 Disclosure of abuse from a child**

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A child may choose a trusted person to tell that they are being abused or harmed. If a child discloses abuse or harm to someone from ID. Know Yourself or a partner organisation, it is important to:

- Stay calm and tell them that you believe them and take them seriously.
- Listen to them, then explain that they have done the right thing and thank them for telling you. Do not feel as if you have to provide advice or counsel them.
- Let the child know that you will have to tell someone else about the disclosure and they will help keep the child safe. Never promise to keep the disclosure secret, as this is not in the best interests of the child.
- Follow the reporting process.

## 6. Child Safeguarding Risk Management

### 6.1 Minimum Standards for risk management

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Minimum standard	Requirements to demonstrate standard has been met
All ID. Know Yourself projects and programs should undertake a Child Safeguarding Risk Assessment to identify any risks of a child being harmed and reduce them. These risks should be monitored throughout the life of the program.	<ul style="list-style-type: none"><li>• Completed Child Safeguarding Risk Assessment at the project level.</li><li>• Documentation proving that risk assessments are reviewed and updated regularly throughout the life of the program or project.</li><li>• Risk plan identifying measures and activities that have been taken or will be taken to reduce or remove the risk to children.</li></ul>
Potential partners and contractors should have a child safeguarding or child protection policy and procedures that comply with ID. Know Yourself's Child Safeguarding minimum standards.	<ul style="list-style-type: none"><li>• An ID. Know Yourself Partner Capacity Assessment which documents:<ul style="list-style-type: none"><li>○ the level of compliance with their child safeguarding or child protection policy</li><li>○ a plan to support and coordinate development of compliant policy and procedures</li><li>○ ongoing monitoring of partner compliance</li></ul></li></ul>
Organisational child safeguarding risk management should be monitored at the governance and leadership levels.	<ul style="list-style-type: none"><li>• Documentation reflecting monitoring of child safeguarding risks.</li></ul>

### 6.2 Child Safeguarding Risk Assessment

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A Child Safeguarding Risk Assessment is the assessment of risks to children's safety or wellbeing as a result of an ID. Know Yourself program or activity. It is a critical exercise to ensure effective and child safe programming, particularly when conducted at the design and planning phase of programs.

Conducting a Child Safeguarding Risk Assessment not only creates a child safe environment, but will also strengthen the effectiveness and quality of ID. Know Yourself and its programs to make sustainable change in our mentee's lives.

## Steps to take in conducting a Child Safeguarding Risk Assessment

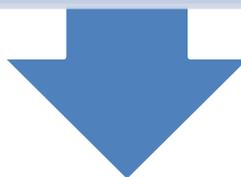
### Step 1: Design and Planning

Unpack the various activities planned for the program to determine the level of contact with children. If there is contact with children, an assessment or potential partners and of child safeguarding risks must be conducted.



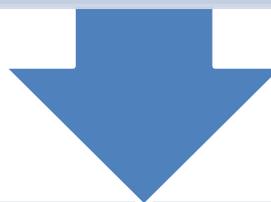
### Step 2: Partner Assessment

If the program or activity involves a partner, conduct an assessment considering whether the partner has a child safeguarding or child protection policy or any supporting procedures that would meet the Child Safeguarding Minimum Standards. If not, specific clauses may need to be included in any agreement around this. Consider how existing policies and procedures could be strengthened.



### Step 3: Risk Assessment

Identify the medium, high and extreme risks and include these in a risk management matrix or plan. This matrix or plan should: identify the risk, the likelihood of its occurrence, the consequences and the rating of those consequences from insignificant to catastrophic, an overall risk rating, and what mitigating action could be taken as well as who would take such action.



### Step 4: Review Risk Management Plan or Matrix

Monitor and review the identified risks. Mitigation actions should then be identified to assess whether they are effective, and to identify any new, emergent or unexpected risks that may arise during implementation of the project or program.

## Factors that may increase the level of risk to children

<p><b>All Staff</b></p> <ul style="list-style-type: none"> <li>• Staff will be working in the community and making home visits</li> <li>• Position involves the need for physical contact with children</li> <li>• Project activities involve demonstrating a skill to children (such as sport or dance)</li> <li>• Staff are not adequately trained on child safeguarding policies and reporting processes</li> <li>• Staff have little experience working with or being in contact with children in work settings</li> </ul>	<p><b>Children</b></p> <ul style="list-style-type: none"> <li>• Children are without parental or caregiver supervision</li> <li>• The program or activity will be working with children who have experienced past trauma</li> <li>• Children have a history of abuse or exploitation</li> <li>• Children who are parents themselves are involved in the program or activity</li> </ul>
<p><b>Location</b></p> <ul style="list-style-type: none"> <li>• Activities are located away from the community or in isolated or inaccessible locations</li> <li>• Children, their families and communities are not made aware of child safeguarding policies and their right to raise any concerns for their safety</li> <li>• Location of event or activity is accessible by the general public</li> </ul>	<p><b>Communication or media</b></p> <ul style="list-style-type: none"> <li>• External journalists or photographers will be in contact with children in the program or for the event or activity</li> <li>• Supporters or donors will be visiting the program and come into contact with children</li> </ul>
<p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• Partners lack resources to meet child safeguarding standards</li> <li>• Partner is closed or unaware in regard to child safeguarding</li> <li>• Partners will be in direct contact with children</li> <li>• Partner does not have adequate reporting mechanisms to raise concerns</li> </ul>	<p><b>Particular activities</b></p> <ul style="list-style-type: none"> <li>• Children will be transported to and from program activities</li> <li>• Activities or the program involve staff or volunteers visiting a family's home or a community</li> </ul>

## 7. Child Safeguarding Monitoring

### 7.1 Monitoring child safeguarding practices at ID. Know Yourself

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If ID. Know Yourself fail to comply with the Child Safeguarding Minimum Standards, there is a risk that we have violated our duty of care to the children we are in contact with or working with. This would be a significant risk to the organisation. It is important that every staff member and volunteer closely monitor the child safeguarding procedures, processes and practices relevant to their area of work.

#### How does ID. Know Yourself monitor?

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### 7.2 Monitoring multiple partners

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ID. Know Yourself works with a number of partners to carry out its programs. As a result, it can sometimes be difficult to monitor and keep track of progress in developing and implementing child safeguarding systems when multiple partners are involved simultaneously.

Strategies for monitoring multiple partners:	
Partners Work Plan	<p>A Child Safeguarding Partners Work Plan can explore a number of factors that will provide an overall picture of the partner's progress towards meeting the Child Safeguarding Minimum Standards and being equipped to provide a child safe environment. This can assist in organising and managing the support that ID Know Yourself may need to provide to multiple partners over a period of time.</p> <p>Factors include:</p> <ul style="list-style-type: none"><li>• Whether any activities in the program or project with the partner will involve contact with or working with children;</li><li>• Whether the partner has a Child Safeguarding or Child Protection policy and procedures that meet ID. Know Yourself's Child Safeguarding minimum standards;</li><li>• Any support that is to be provided to the partner;</li><li>• When the partner is expected to achieve the Child Safeguarding Minimum Standards (if they have not already); and</li><li>• Any other relevant information towards the partner meeting the Child Safeguarding Minimum Standards.</li></ul>
Issues Document	<p>An Issues Document records specific issues and challenges that have been encountered through working with a partner and the approach that was previously taken or adopted. This is important in the event that the partnership must be questioned or terminated due to lack of commitment to child safeguarding standards.</p> <p>Examples of issues include limited commitment, significant capacity limitations, unwillingness to collaborate, and lack of resources. These tend to be higher-level management issues to be addressed in the partner organisation.</p>
Document Management	<p>It is important that all documents related to partners, including the work plan above and any issues document, are filed accurately and separate from other organisations.</p>

## 8. Use of Children's Images and Ethical Content

### 8.1 ID. Know Yourself's Minimum Standards for the use of children's images

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Minimum standards
When photographing or filming a child or using children's images for work-related purposes, the relevant policies and guidelines referenced in this section must be followed.
Informed consent must be obtained from children involved in programs or feedback, as well as parents or guardians if the child is too young to understand.
The Child Safeguarding Policy is to be followed when collecting content, photos, videos and images.
Use of information and communication technology by Staff must not put children at risk.
External photographers, media, filmmakers and content creators must have terms of reference or contractual obligations which state that they agree to comply with ID. Know Yourself's guidelines and Child Safeguarding Code of Conduct.

It is important to note that children participating in the ID. Know Yourself programs may have additional restrictions imposed by FACS regarding the taking of photographs to ensure their protection.

### 8.2 ID. Know Yourself Guidelines regarding children, images and messaging

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Any communications produced by ID. Know Yourself, whether printed or digital, should adhere to the following guidelines:

- (a) ID. Know Yourself will safeguard children when photographing, filming or interviewing a child or using children's images and stories for work-related purposes across any channel or medium.
- (b) Children will be portrayed in a dignified and respectful manner, taking care that they are not represented in a vulnerable, submissive or sexually suggestive manner.
- (c) Do not use children's surnames.
- (d) Do not use school names or specific locations that might identify where a child lives.
- (e) Do not publish images where you can clearly see the name of the school or village or any other information which would indicate the specific location of the child.
- (f) Do not publish the surnames of family members of the children.
- (g) ID. Know Yourself will comply with legal or policy requirements related to the safety and protection of the children.

Any questions about these guidelines should be referred to the Child Safeguarding Delegates, who will make the final call regarding images and messaging around children where there is a difference of opinion about whether the content should be used.

### 8.3 Obtaining informed consent

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If a child is under the age of 18, the informed consent of a parent or an adult guardian must be obtained. If the child has the capacity and is at an age or stage of development where they can provide informed consent, then that consent should be obtained from the child.

Take care to:

- (a) Let the child know it is okay not to provide consent.
- (b) Show the child an example of how the image will be used – for example, a website, social media post, etc. Ask them if they want to say no to any of these mediums.
- (c) Ask children themselves about how they would like to be represented and in what context. Provide opportunities for them to be photographed in positive and empowering situations.

#### 8.4 Risks associated with using images of children

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Prior to planning an event or activity that involves the use of children's images, a child safeguarding risk assessment should be undertaken as explained in Section 6.

Some possible risks to children include (but are not limited to):

- (a) Staff handling images or personal details of children have not undergone child safeguarding recruitment and minimum standards.
- (b) Staff not being aware of gender, cultural or personal contexts when taking images of children.
- (c) Children are located or contacted by an offender or abuser because of the disclosure of their identity and location in a photo.
- (d) Geotagging functionality on a camera or mobile phone reveals the location of the child.

## 9. The Voice of Children in Child Safe Organisations

### 9.1 Introduction

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Inclusion of children and their voice is a key child safeguarding measure that can strengthen a child safe environment. As a child-focused organisation, ID. Know Yourself should provide opportunities for children to give feedback on programs and activities they participate in, should develop a child friendly complaints mechanism, or seek the input of children and adolescents into the design of programs and procedures so that ID. Know Yourself operates in a way that both makes them feel and is safe.

Effective and sustainable safeguarding of children can only be achieved through listening to children. The Convention on the Right of the Child states that every child has a right to be heard and taken seriously.

Every child:

- is capable of forming a view and has the right to express that view.
- has a right to be heard that extends to all matters that concern the child, including protection.
- as an individual and as part of children as a group must have a voice.
- must be given space, information and an opportunity to express views that are consistent with their evolving capacities and development.
- must have their views taken seriously in accordance with their age and maturity level.
- must have information on their rights in order to express their views.

In balancing child participation and child protection, it is important to remember that children are never responsible for their own safeguarding. For children, it is knowing that they can speak up and will be taken seriously that is fundamental to child safeguarding.

### 9.2 Child-Friendly Feedback and Complaints Mechanisms

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In providing mechanisms, trusted adults and a safe environment, we increase the likelihood that children will speak up when they are being harmed or feel unsafe.

Examples of how children can be involved include:

- posters that encourage children to speak up if worried about their safety;
- utilising child safe officers for events and activities that children know they can speak to if they have any concerns;
- ask children to develop their own code of conduct for how they would like to participate as individuals and in their interactions with one another;
- develop a child friendly feedback form, where children can express that they liked and disliked about the activity, if they felt safe, what they like about the staff or volunteers, or if they have any worries about the way the staff or volunteers treat the children or their friends; and
- creation of a specific child safe email address that children can use during and after an activity or program to provide comments, suggestions and any concerns.

It is important to ensure that the incorporation of child participation is done in a meaningful and beneficial way for the children or young people involved. It must be voluntary, inclusive (in that it accounts for gender, is culturally appropriate and considers children with a disability), safe and based on a child rights approach.

### 9.3 A Child Rights approach to participation

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There are three levels at which activities and programs include child participation:

1. **Consultative participation:** Adults initiate participation and lead the program's development and implementation. This recognises the value of children's perspectives and experience in the process.
2. **Collaborative participation:** Adults initiate participation and partner with children, empowering them to influence the process of design and the outcomes. This aims to increase self-directed action and participation over time in the children.
3. **Child-led participation:** Adults serve as facilitators rather than leaders, and children have control of the process of identifying issues and implementing the programs.

At each of these levels, it is important to continue reviewing and measuring the participation to ensure that it is voluntary, inclusive and safe.

	Consultative	Collaborative	Child-led
<b>Identifying problems</b>	Children are asked for their perspectives	Children are asked to contribute to the process of identifying the problems they experience and face in life	Children work with other children and undertake their own research and enquiries to identify issues of concern
<b>Decision-making</b>	Planning and decision-making takes account of the issues raised by the children	Children are involved in deciding which programs and activities should be prioritised for development	Children decide for themselves what issues they would like to address
<b>Taking action</b>	Children are invited to take part in the program or activity	Children work with adults to design and implement the program or activity	Children manage the program or activity and have responsibility for implementing it
<b>Reviewing and measuring success</b>	Children are consulted on whether they thought the program or activity	Children work with adults to decide how to evaluate the success of the program or activity	Children determine what should be evaluated and undertake this evaluation with support from adults
<b>Acting on findings</b>	Children are invited to suggest responses and appropriate next steps	Children are involved in the implications of the findings, and explore next steps with the adults	Children reflect on the findings and propose next steps

### 9.4 Use of personal data and sensitive information

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In a child-focused organisation, especially where children take an increasingly active role in program design and implementation, or where there is a risk that children will disclose sensitive information, it is crucial to protect the personal data and information of all children to ensure it is not used to abuse or exploit a child.

The following standards should apply to all such information:

- Data is stored securely
- Access to data is restricted to a controlled number of staff
- Data is only used for the purposes for which informed consent was given. It is then destroyed.
- Personal information of children should never be used in a way that would make the child identifiable
- All data protection laws must be complied with

## 10. Child Safeguarding in the Context of Affiliate and Partner Contracts

### 10.1 Minimum Standards for Affiliate and Partner Agreements

Minimum Standards	Evidence required to satisfy standard
Both the concept of Child Safeguarding and the Minimum Standards should be introduced to all partners and prospective partners in initial discussions	Documentation evidencing communication of child safeguarding minimum standards and expectations
All contracts, MOUs and agreements entered into by ID. Know Yourself includes expectations around fulfilling the Child Safeguarding Minimum Standards	Inclusion of minimum standards or child safeguarding clauses
Minimum standards and expectations for the implementation of those standards should be clearly articulated in contracts with all partners	Letters of agreements, terms of reference, MOUs, contracts, etc. that include child safeguarding clauses
All partner organisations must be held to the ID. Know Yourself Child Safeguarding Minimum Standards	Checklists or declarations completed by partner organisations, clauses in contracts and agreements requiring organisations to agree to uphold the minimum standards

The inclusion of child safeguarding clauses in agreements and contracts that govern the relationship and partnership between ID. Know Yourself and other organisations is important. It is also an opportunity to discuss and promote child safeguarding with partners and share our knowledge in this area.

### 10.2 Why is this important?

It is important that when partnering on programs or activities, that both ID. Know Yourself and partner organisations have a mutual understanding and agreement on how they will keep children safe. The inclusion of these principles and standards enables ID. Know Yourself to build effective and accountable partnerships with transparency and commitment to shared learning.

If a partner is not willing to agree to child safeguarding clauses, an assessment should be made as to whether ID. Know Yourself should continue with the partnership given the risk to the safety or wellbeing of children.

### 10.3 Checklist for Partners

Minimum Standards	In place?
Does the partner have a policy on Child Safeguarding or Child Protection that is subject to regular review?	
Does the partner policy include a commitment to preventing a person from working with children if they pose a risk to children?	
Does the partner have a code of conduct that outlines safe behaviour when working with children and the use of children's images for work-related purposes? Is this in place and signed by all personnel?	
Does the partner have an internal reporting procedure for allegations of child abuse and exploitation, or breach of its code of conduct or policies?	
Does the partner provide training on child safeguarding or child protection for its personnel?	
Does the partner have child safe recruitment and screening processes for all personnel that come into contact with children, including verbal referee checks and criminal record checks?	
Does the partner have additional screening measures, such as targeted child safe interview questions?	
Do the partner's employment contracts contain provisions for transfer or suspension of any employee who is under investigation for allegations of harming a child, with provisions to dismiss any employee after an investigation?	
Does the partner undertake risk assessment to reduce the risk of a child being harmed as a result of its operations or activities?	