



### CHILD PROTECTION CODE OF CONDUCT

<b>Applies to:</b> Staff, Volunteers, Board Members, Contractors, Sub-Contractors	<b>Reviewed &amp; agreed:</b> 5 <sup>th</sup> May 2020	<b>Next review date:</b> March 2022
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The Asylum Seekers Support Trust (ASST) *Child Protection Code of Conduct* applies to members of staff, volunteers, contractors and subcontractors, and personnel of contractors and subcontractors associated with ASST.

Its purpose is to set out the standards of conduct and behaviour expected by ASST in order to protect children.

#### **General obligations**

I agree that, while working with or engaged in activities funded by ASST, I must:

- treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage a child or young person (under the age of 18 years) in any form of sexual activity or acts, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
- use any computers, mobile phones, video and digital cameras or social media appropriately, and never to exploit or harass children or to access child exploitation material through any medium
- not use physical punishment on children

- not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- comply with all relevant local legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child abuse and exploitation in accordance with the *ASST Child Protection Policy* and any relevant legislative reporting requirements
- immediately disclose all charges, convictions and outcomes of an offence that relate to child exploitation or abuse

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

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

- before photographing or filming a child, assess and 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** a parent or guardian of the child, and wherever possible, I will use the ASST Photography Consent Form, together with a verbal briefing about where and how the photograph or film will be used
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner.
- ensure children are adequately clothed taking into consideration the climatic, religious and cultural dress norms of the community and not in poses that could be seen as sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure the file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form

### **Acknowledgements**

I understand that the onus is on me, as a person associated with ASST, to use common sense and avoid actions or behaviours that could be construed as child exploitation or child abuse.

**I also understand that any breach of the policy or the *Child Protection Code of Conduct* is a violation of my obligations and may lead to disciplinary action up to and including dismissal, termination of services, termination of ASST membership, legal action, and/or criminal investigation and prosecution.**

Signature	
Date	
Name	
Position	
Organisation	

Signed Board Chair \_\_\_\_\_

Date \_\_\_\_\_