

Relevant parties: refers to all employees, volunteers and contractors. Adherence to this policy is a mandatory for all relevant parties.

A primary focus of Its Time Foundation is the creation of education opportunities for children in remote locations. In the delivery of our objectives this will occasionally involve visits to schools and communities and interactions with children.

Children are vulnerable to abuse physically, sexually and emotionally. Its Time Foundation acknowledges that poor and lesser educated communities are particularly vulnerable. It is the responsibility of all relevant parties involved in the delivery of Its Time Foundation projects to be aware of the risk and take all possible actions to reduce risk of and to report any abuse of children. Its Time has zero tolerance for any abuse of any child.

All children have a right to be safe and all children have the right to protection from abuse regardless of their gender, race, religious or political beliefs, physical or mental health, sexual orientation, social or cultural background or economic status. It is our obligation to provide a child safe environment when delivering our activities. All decisions regarding the welfare and protection of children are made based on the best interests of the child.

To the best of our ability we will identify and manage risks that may lead to abuse.

We will act positively to prevent child abusers becoming involved in any of our activities. Action will immediately be taken against any relevant party who abuses a child or who is suspected of child abuse – they will be immediately disqualified from any of our activities.

Risk identification and management

Whilst implementation of these policy guidelines are the responsibility of all relevant parties, the project manager will be primarily responsible for proactively assessing and managing risks to children in the schools and communities in which we operate. This is achieved by proactively observing and assessing risk to children all stages of project implementation.

Its Time will always be vigilant and uncompromising when implementing our child protection policy. This applies to all aspects of the organisation's activities including:

- Management and supervision
- Recruitment of staff, contractors and volunteers and during their training.
- Safeguarding of any information physical or soft copy relating to children.
- Media and communications. This includes the photographing of children where informed permission must be sort from responsible local authorities and guardians. Any images or videos of children will be respectful and in no way create a prospect of harm for the child. No articles, videos or images will be published without the approval of the CEO.
- Marketing and fund-raising activities.
- Reporting.
- Any other activities in the delivery of our projects.

It is the responsibility of the CEO to ensure that all relevant parties sign onto and agree to abide by the policy herewith.

Relevant parties must:

- Sign onto and agree to abide by this policy.
- Australian staff and volunteers must have successfully completed a Working with Children Check and criminal record check. We will endeavour to have relevant standards in-country applied for overseas contractors.

- Report any child abuse and protection concerns immediately to the Its Time Foundation CEO – this is mandatory. That report will be written and include as much detail as possible including time, location, parties involved, detailed description of the event, what action we took to protect the child and details of reporting to local authorities. If the incident occurs in a DFAT partnered project, in addition, the DFAT procedures and Child Incident Notification Form will be applied.
- Respond to a child who may have been abused or exploited by 1. Immediately reporting to Its Time Foundation; 2. Reporting to the local authorities.
- Cooperate fully in any investigation of concerns or allegations.
- Accept that any breach of this policy will result in immediate removal from of the relevant party from all Its Time activities related to children.

In addition to the provisions otherwise in this document Its Time Foundation expects all relevant parties to meet the “Child Protection – Professional Behaviours” as quoted below from the DFAT Child protection policy Attachment B. This will apply generally as well acting in partnership with DFAT:

Child Protection – Professional Behaviours

DFAT funded partners undertaking business on behalf of DFAT that involves working or contact with children are expected to adhere to the following behaviours while they are performing those duties:

- > treat all children with respect
- > not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- > not engage children under the age of 18¹ in any form of sexual intercourse² or sexual activity,³ including paying for sexual services
- > wherever possible, ensure that another adult is present when working near children
- > not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger
- > 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 possible (noting that this does not apply to an individual’s own children)
- > 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 hire children for domestic or other labour: which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury
- > comply with all relevant Australian and local legislation, including labour laws in relation to child labour
- > immediately report concerns or allegations of child 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 DFAT

¹ Where the child is 16 years or older and the other party is not more than 2 years older; and it can be established that the child consented to the relationship, an exception can be recorded promptly on personnel files.

² As defined under the *Criminal Code Act 1995*.

³ As defined under the *Criminal Code Act 1995*.

- > be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse

These behaviours are not intended to interfere with normal family interactions

When photographing or filming a child or using children's images for work-related purposes:

- > take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child
- > obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided
- > ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- > ensure images are honest representations of the context and the facts
- > ensure 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

Reporting of complaints

Refer to https://iitime.org/new/complaints_handing_policy.pdf

Guidance documents

As a relatively small and modestly resourced charity Its Time Foundation acknowledges it needs to and should refer to and comply with external guidance documentation. These include compliance with:

- DEFAT Child Protection Guidance Note Recruitment and Screening
- DEFAT Child Protection Guidance Note Child Protection in Private Enterprise
- DEFAT Child Protection Guidance Note Monitoring & Evaluation
- DEFAT Child Protection Guidance Note Use of Images and Social Media

In addition to the above DFAT policy Its Time complies with the current MEHA policy as follows: