



MATW Department
of Policy and Governance

Child Safeguarding Policy

Policy Number – 00001

Version – 1.0

Approved on – 01 November 2020

Scheduled review date – 31 October 2021

INTRODUCTION

MATW'S MAIN AREA OF OPERATIONS IS ORPHAN AID, AND THEREFORE, is committed to promoting and protecting the interests and safety of children. **MATW** have zero tolerance for child abuse.

Everyone working at **MATW** is responsible for the care and protection of children and reporting information about child abuse **IN CASE IT HAPPENS**.

PURPOSE

The purpose of this policy is

1. To facilitate the prevention of child abuse occurring **WITHIN MATW**.
2. To work towards an organisational culture of child safety.
3. To ensure that all parties are aware of their responsibilities for identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs.
4. To provide guidance to staff/volunteers/contractors as to action that should be taken where they suspect any abuse within or outside of the organisation.
5. To provide a clear statement to staff/volunteers/contractors forbidding any such abuse.
6. To provide assurance that any and all suspected abuse will be reported and fully investigated.

SCOPE:

The scope of this policy covers the following:

- MATW headquarters.
- MATW field-operations.
- MATW team directors, managers, executives and staff.
- MATW external work-circle who comes in contact with MATW underage beneficiaries, such as guests, volunteers and subcontractors.

DEFINITIONS

Child means a person below the age of 18 years unless, under the law applicable to the child, majority is attained earlier.

Child protection means any responsibility, measure or activity undertaken to safeguard children from harm.

Child abuse means all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial (e.g. for financial gain) or other exploitation of a child and includes any actions that results in actual or potential harm to a child.

Child sexual assault is any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity with the child.

Reasonable grounds for belief is a belief based on reasonable grounds (see below) that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.

A reasonable belief is formed if a reasonable person believes that:

- a) the child is in need of protection,
- b) the child has suffered or is likely to suffer "significant harm as a result of physical injury," or
- c) the parents/guardians are unable or unwilling to protect the child.

A '**reasonable belief**' or a 'belief on reasonable grounds' is not the same as having proof, but is more than mere rumour or speculation.

A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a 'reasonable belief' might be formed if:

- a) a child states that they have been physically or sexually abused;
- b) a child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);
- c) someone who knows a child states that the child has been physically or sexually abused;
- d) professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; and/or
- e) signs of abuse lead to a belief that the child has been physically or sexually abused.

POLICY

MATW is committed to promoting and protecting the best interests of children involved in its programs.

All children, regardless of their gender, race, religious beliefs, age, disability, family or social background, have equal rights to protection from abuse.

MATW has zero tolerance for child abuse. Everyone working at MATW is responsible for the care and protection of the children within our care and reporting information about suspected child abuse.

Child protection is a shared responsibility between the MATW, all employees, workers, contractors, associates, and members of the MATW community.

MATW will consider the opinions of children and use their opinions to develop child protection policies.

MATW supports and respects all children, staff and volunteers and is committed to the cultural safety of indigenous children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

If any person believes a child is in immediate risk of abuse should call the local police hot number, e.g. 000 and local emergency services.

RESPONSIBILITIES

The Board of MATW has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. The Board is also responsible for ensuring that appropriate policies and procedures and a Child Protection Code of Conduct are in place.

The CEO of MATW is responsible for:

- Dealing with and investigating reports of child abuse;
- Ensuring that all staff, contractors, and volunteers are aware of relevant laws, organisational policies and procedures, and the organisation's Code of Conduct;
- Ensuring that all adults within the MATW community are aware of their obligation to report suspected sexual abuse of a child in accordance with these policies and procedures;
- Ensuring that all staff, contractors and volunteers are aware of their obligation to observe the Code of Conduct (particularly as it relates to child safety);
- Providing support for staff, contractors and volunteers in undertaking their child protection responsibilities.

All managers must ensure that they:

- Promote child safety at all times;
- Assess the risk of child abuse within their area of control and eradicate or minimise any risk to the extent possible;
- Educate employees about the prevention and detection of child abuse; and
- Facilitate the reporting of any inappropriate behaviour or suspected abusive activities.

Management should be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct.

All staff/volunteers/contractors share the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the relevant laws, the Code of Conduct, and MATW's policies and procedures in relation to child protection, and comply with all requirements;
- Report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the police and/or the state-based child protection service) and fulfil their obligations as mandatory reporters;
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to a responsible person in the organisation); and
- Provide an environment that is supportive of all children's emotional and physical safety.

PROCEDURES

Although the ultimate responsibility to protect a charity from child abuse lies with the charity's Responsible Persons, everyone has an important role to play.

The procedures of implementing child protection policy is diverse in terms of roles (staff, managers, directors, volunteers and external professional services), geographies (all places where MATW undertakes its operations and involves children), and business functions (such as staff hiring, commissioning volunteers and inviting guests) MATW chose the ACNC proposed procedure.

The procedure constitutes the following:

- 1- **Hiring new staff** the risks, as well as any legal obligations
- 2- **Training of existing staff** to zero tolerance for abuse
- 3- **Promoting a child-safe environment** and mitigate risks with good policies, procedures and systems
- 4- **Reporting** possible instances of financial abuse and non-compliance
- 5- **Investigating** when concerns, suspicion or complaints arise.
- 6- **Responding**
- 7- **Privacy**
- 8- **Risk Management**

HIRING NEW STAFF

MATW undertakes a comprehensive recruitment and screening process for all workers and volunteers. This screening process aims to:

- promote and protect the safety of all children under the care of the organisation;
- identify the safest and most suitable people who share MATW's values and commitment to protect children; and
- prevent a person from working at MATW if they pose a risk to children.

MATW requires all workers/volunteers to pass through the organisation's recruitment and screening processes prior to commencing their engagement as staff or volunteers.

MATW may require applicants to provide a '**police check** and '**working with children**' license in accordance with the law and as appropriate, before they commence working at MATW and during their time with MATW at regular intervals.

MATW will undertake thorough reference checks as per the approved internal procedure.

Once engaged, workers/volunteers must review and acknowledge their understanding of this Policy.

TRAINING EXISTING STAFF

MATW undertakes to provide child-protection training to existing staff who work with children. This training involves:

- Reading, understanding and signing-off this policy and procedure;
- Understanding the child-protection safeguards to put in place to protect against child-abuse;
- The basics Risk management against child-abuse;
- Reporting a case;
- Protecting the privacy of all parties involved as explained later in this document in the 'privacy' section.

The training is provided annually for all relevant staff as a refresher, and for all new staff whose role involves working with children and before they undertake their role.

PROMOTING A CHILD-SAFE ENVIRONMENT

MATW undertakes to promote a child-safe culture through highlighting of it wherever and whenever is relevant.

The promotion process takes place top-down, i.e. discussed at board and executive meetings, managers meetings and ground staff meetings.

The promotion process also happens at different locations of operations, such as the HQ and naturally the field-offices, orphanages, orphan houses, schools and training centres.

The promotion process is also effectively undertaken through different media and techniques, such as discussions in meeting, printed material fixed in an obvious manner on walls, hallways, meeting rooms and playgrounds.

Also, the process is effectively undertaken through training sessions and communicating how serious this issue is.

REPORTING

Any staff member, volunteer or contractor who has grounds or 'reasonable belief' to suspect abusive activity must immediately notify the appropriate child protection service or the police. They should also advise their supervisor about their concern.

In situations where the supervisor is suspected of involvement in the activity, or if the person having the suspicion does not believe that the matter is being appropriately addressed or dealt with, the matter should be reported to the next highest level of supervision.

Supervisors must report complaints of suspected abusive behaviour or misconduct to their managers or directly to the CEO, and also to any external regulatory body such as the police.

INVESTIGATING

If the appropriate child protection service or the police decide to investigate a report, all employees, contractors or volunteers must co-operate fully with the investigation.

Whether or not the authorities decide to conduct an investigation, the CEO will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the CEO may decide to conduct such an investigation. All employees, contractors and volunteers must co-operate fully with the investigation.

Any such investigation will be conducted according to the rules of natural justice.

The CEO will make every effort to keep any such investigation confidential; however, from time to time other members of staff may need to be consulted in conjunction with the investigation.

After an initial review and a determination that the suspected abuse warrants additional investigation, the CEO shall coordinate the investigation with the appropriate investigators and/or law enforcement officials. Internal or external legal representatives will be involved in the process, as deemed appropriate.

RESPONDING

If it is alleged that a member of staff, contractor or a volunteer may have committed an offence or have breached the organisation's policies or its Code of Conduct the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the organisation's policies or Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with the organisation. The findings of the investigation will also be reported to any external body as required.

RISK MANAGEMENT

MATW will ensure that child safety is a part of its overall risk management approach.

MATW will have a risk and compliance sub-committee committed to identifying and managing risks at MATW. Risk and compliance sub-committee members will receive regular training in relation to child safety.

PRIVACY

All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. MATW will have safeguards and practices in place to ensure any personal information is protected.

Everyone is entitled to know how the personal information is recorded, what will be done with it, and who will be able to access it.
