

# Child Protection Policy

## 1. Overview

**Purpose** The purpose of this policy is to ensure Fullife Foundation carries out its operations in accordance with the principle contained in Article 19 of the UN Convention on The Rights of The Child that all children, wherever they may live and whatever may be their circumstances, have the right to be protected, nurtured and to be free from all forms of violence, abuse, neglect, maltreatment and exploitation.

**Who does this policy apply to?** This policy applies to:

- Fullife Foundation Directors
- Fullife Foundation Volunteers
- Fullife Foundation Project Partners
- Participants of Ethiopia project visits
- any person who partners with or represents Fullife Foundation in any capacity where there is direct or indirect interaction with children or involvement in any child-related activities, including marketing activities

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| <b>Definitions</b> | Child       | A child is regarded to be any person under the age of 18 years.  |
|                    | Child Abuse | In this policy statement, the term "abuse" is used for ease of expression and has the same meaning as is given to it in the UN Convention on The Rights of The Child and includes all forms of physical and mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse. |

**Policy Changes** The Fullife Foundation Board will review this Policy every 2 years or earlier if warranted.

## Version Control Table

| Version | Date     | Changes   | Created by     | Authorised by            |
|---------|----------|---|----------------|--------------------------|
| 0.1     | 19.01.19 | Initial draft   | Janelle Murley |                          |
| 0.2     | 25.04.19 | Second draft  | Janelle Murley |                          |
| 1.0     | 30.10.23 | Updates made following Board audit – not officially signed off by Board | Janelle Murley |                          |
| 1.1     | 14.11.24 | Updates made following legal advice on like policies                    | Janelle Murley |                          |
| 2.0     | 14.03.25 | Update version number and branding following approval by Board          | Janelle Murley | Fullife Foundation Board |

## 2. Policy Statement

Fullife Foundation will aim to provide the safest possible activities and environments for children by identifying and managing risks, and responding to incidents that are in breach of this policy. Fullife Foundation staff, volunteers, representatives and partners share responsibility for safeguarding children.

## 3. Guiding Principles

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| <b>3.1. Zero tolerance of child harm, abuse or exploitation</b> | <p>Fullife Foundation will not tolerate child abuse or exploitation within its activities by any personnel, representatives or partner organisations. Fullife Foundation will not knowingly work or partner with anyone who poses a risk to children.</p>   |
| <b>3.2. Assess and manage child protection risk and impact</b>  | <p>While it is not possible to eliminate all risks of child exploitation and abuse, Fullife Foundation will identify, mitigate or manage the risks to children that may be associated with our activities or those that we fund or partly fund.</p> <p>Fullife Foundation recognises that unintentional harm or physical injury to a child may occur during the carrying out of Fullife Foundation activities or projects funded by Fullife Foundation.</p> |

## 4. Policy Implementation

Fullife Foundation implements this policy statement in the following ways:

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| <b>4.1. Managing Risk</b>   | <p>Fullife Foundation will:</p> <ul style="list-style-type: none"> <li>i. Require all Directors, and any participant travelling with Fullife Foundation to Ethiopia, to:           <ul style="list-style-type: none"> <li>1. Hold a Working with Children Check or equivalent</li> <li>2. Undertake a National Criminal History Record Check</li> <li>3. Read and adhere to the Fullife Foundation Child Protection Policy</li> <li>4. Read and sign the Child Safe Code of Conduct</li> </ul> </li> <li>ii. Require all volunteers to read and sign the Child Safe Code of Conduct</li> <li>iii. Require all Project Partners to complete a Compliance Confirmation letter annually, which includes confirmation of adherence to all relevant child protection and safeguarding of vulnerable people laws and regulations</li> <li>iv. Require at least one member of a team visiting the field to have completed ACFID Child Protection eLearning modules</li> </ul> |
| <b>4.2. Communications and Use of children's images for work related purposes</b> | <p>Fullife Foundation will undertake all reasonable precautions to protect paper and electronic information about children. Fullife Foundation will not retain contact details of children within Australia in its data base. These details are kept according to our Fullife Foundation Privacy Policy and are not to be forwarded to anyone without first receiving permission from a parent or guardian. In some cases, this permission will come from a blanket authority arranged by the project partner.</p>   |

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|   | <p>In the event of taking photographic or video images, the following should be considered (in compliance with policy 031);</p> <ul style="list-style-type: none"> <li>• Before photographing or filming a child, assess and endeavour to comply with local traditions or restrictions for reproducing personal images;</li> <li>• Before photographing or filming a child, obtain consent from the child or a parent or guardian of the child. As part of this, explain how the photograph or film will be used;</li> <li>• In some circumstances, this permission may be provided as a blanket authority by in-country partners. This must be confirmed prior to taking any photographs;</li> <li>• 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;</li> <li>• Ensure images are honest representations of the context and the facts;</li> <li>• Ensure file labels do not reveal identifying information about a child when sending images electronically.</li> </ul> |
| <b>4.3. Reporting and Responding to Incidents</b> | <p>Any person must, as soon as practicable, report any suspicion that an incident has taken place, may be taking place, or could take place, by reporting the incident as per the Incident Response Procedure.</p> <p>The investigating person/Director will respond to the incident report as per the Incident Response Procedure</p>  |

## Appendix 1

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### Fullife Foundation Child Safe Code of Conduct

Fullife Foundation staff, Board and representatives are responsible for maintaining a professional role with children and will conduct themselves in a manner consistent with their role as Fullife Foundation's representatives and a positive role model for children.

. All Fullife Foundation representatives must read, sign and abide by this Child Safe Code of Conduct at all times. Failure to comply with this Code may result in disciplinary action or termination of employment/volunteering or other contractual agreements or relationships with Fullife Foundation.

**As a representative of Fullife Foundation, I will:**

- ✓ Conduct myself in a manner that is consistent with the values of Fullife Foundation.
- ✓ Provide a welcoming, inclusive and safe environment for all children and young people and treat them with respect.
- ✓ Contribute to a culture of openness that will enable any issues or concerns to be raised.
- ✓ Immediately report any concerns of child exploitation, abuse and/or policy non-compliance.
- ✓ Take responsibility for ensuring I am accountable and will not place myself in positions where there is a risk of allegations being made.
- ✓ Self-assess my behaviours, actions, language and relationships with children.
- ✓ Disclose any child related convictions or investigations that I am subject to outside my role as a Fullife Foundation representative.
- ✓ Comply with all relevant Australian and overseas child protection legislation
- ✓ Photograph or video children in accordance with Fullife Foundation's Child Protection Policy

**As a representative of Fullife Foundation I will not:**

- ✗ Engage in behaviour that is intended to shame, humiliate, belittle or degrade children.
- ✗ Use inappropriate, offensive or discriminatory language when speaking with a child or young person.
- ✗ Take children to my own home/hotel or sleep in the same room or bed as a child.
- ✗ Smack, hit or physically assault children.
- ✗ Develop sexual relationships with children or relationships with children that may be deemed exploitative or abusive.
- ✗ Make sexually suggestive comments about children
- ✗ Behave provocatively or inappropriately with a child.
- ✗ Condone or participate in behaviour of children that is illegal, unsafe or abusive.
- ✗ Act in a way that shows unfair and differential treatment of children.
- ✗ Hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way.
- ✗ Seek to make contact and spend time with any child or young person outside official activities.

*I have read the Fullife Foundation Child Protection Policy and Child Safe Code of Conduct and understand my personal responsibility to abide by these guidelines at all times to protect myself and the children I may come in contact with through my work for or with Fullife Foundation.*

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_