



CAF INTERNATIONAL (AUSTRALIA)

CHILD PROTECTION POLICY

“The fight against poverty stands a good chance only when children are freed from exploitation, violence and abuse. Unfortunately, there is no quick-fix solution: A child cannot be immunised against abuse. But there is something that can be done. We can begin by ensuring that all children live in a strong protective environment” (UNICEF2005: 26-27)

CAF International (Australia) (CAF) affirms its commitment to the welfare of children and their protection from abuse and exploitation.

CAF upholds the UN Convention of the Rights of the Child (1989), Article 19, which states “State Parties shall protect the child [1] from all forms of physical and mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse.”

We believe that child protection is both a corporate and an individual responsibility. Every person who shares in the work of CAF (including staff, volunteers, contractors, and supporters) also shares in the responsibility to take every precaution to protect the children and families we serve, regardless of their gender, race, religion, age, disability, sexual orientation, social background and culture..

The Challenge

Every year hundreds of millions of children suffer some sort of abuse. Some 1.2 million children are trafficked into exploitative work, many of them into commercial sexual exploitation. Orphaned, displaced, homeless and abandoned children are particularly vulnerable to sexual exploitation and abuse, as are children with disabilities. Children are also highly vulnerable during emergency and disaster situations (natural or conflict based), because they are often separated from their parents and other caregivers who would normally protect them from harm.

Child sex offenders may seek employment in children’s organisations or may volunteer to work in remote or vulnerable communities. They may also move from ‘developed’ countries to ‘developing’ countries due to heightened awareness, tougher laws and more rigorous screening processes in developed countries. Sex offenders may seek opportunities to perpetrate child abuse through paid or unpaid employment with organisations implementing development activities in circumstances that make children inherently vulnerable to such risks.

The risk of child abuse is elevated when overseas aid activities bring aid workers into regular contact with children (for example, in disaster responses, primary and secondary education activities, women’s refuges and some health, infrastructure and human rights activities). It is essential to ensure that risks of child abuse associated with aid delivery are managed effectively. It is also vital that organisations implementing aid activities remain alert to child protection issues and have the capacity to manage them effectively.

The Policy

The overall goal is: ***To protect children from abuse of all kinds in the delivery of CAF-funded or CAF-managed projects***

Child Abuse is defined as 'all forms of physical or mental violence, injury or abuse, maltreatment or exploitation, including sexual abuse'.

The policy follows four guiding principles:

1. Zero tolerance of child abuse: Child abuse is not tolerated by CAF, nor is possession of or access to child pornography. CAF actively manages risks of child abuse associated with delivering aid activities and trains its staff on their obligations. CAF will not knowingly engage, directly or indirectly, anyone who poses an unacceptable risk to children, nor fund any individual or organisation that does not meet CAF's child protection compliance standards in their operations and activities.
2. Recognition of children's interests: Australia is a signatory to the United Nations Convention on the Rights of the Child, and CAF is committed to upholding the rights and obligations of the convention. CAF recognises that some children, such as children with disabilities and children living in areas impacted by disasters (natural or conflict based), are particularly vulnerable.
3. Sharing responsibility for child protection: To effectively manage risks to children, CAF requires the active support and cooperation of NGOs and In-country Delivery Organisations (ICDOs) which are implementing CAF-funded and CAF-managed aid activities. NGOs and ICDOs must meet the terms of the CAF Child Protection Policy and will be held accountable, through contracts, for complying with it.
4. Risk management approach: While it is not possible to eliminate all risk of child abuse, careful management can reduce the incidence of child abuse associated with aid activities. This policy introduces risk assessments and treatments for a range of recognised risks to children.

The policy outlines practical steps to increase CAF's capacity to manage and reduce risks of child abuse associated with delivering CAF-funded and CAF-managed aid activities.

CAF expects organisations funded through CAF to act in accordance with the principles set out in this policy. Clear procedures need to be established for raising concerns about child abuse, and training staff on child protection matters.

How the Policy will be Implemented within CAF

1. Provision of a Child Protection Policy - organisations supported by CAF which are working with children will need to submit an appropriate Child Protection Policy to CAF before funding is confirmed.
2. Increase awareness of child protection issues - a key step in reducing risks to children when delivering aid activities is to increase awareness of risks and how to manage them. CAF staff will receive training on child protection issues and on their obligations under the policy, including mandatory reporting of concerns or allegations of child abuse.
3. Strengthen internal recruitment and screening processes - CAF's internal recruitment processes employs screening measures to ensure inappropriate persons are not employed by the agency. These include background checks

and criminal records checks on all successful candidates before they begin work.

4. Enhance internal procedures for handling complaints related to child abuse - CAF has internal procedures for handling complaints related to child abuse, including child pornography. The procedures outline obligations and responsibilities for reporting on and managing concerns about inappropriate behaviour. It is mandatory for CAF staff to immediately report concerns relating to child abuse and child pornography by anyone covered by the policy. (*Appendix 4*)
5. Ensure appropriate use of communication systems – CAF has zero tolerance of use of its communication systems to access child pornography. Using CAF systems to access child pornography is dealt with promptly, including reporting to relevant law enforcement agencies, as appropriate.
6. Incorporate child protection strategies into risk management procedures - under this policy, risks of child abuse are now assessed as part of the initial risk assessment for aid activities. Procedures are developed to ensure these risks are assessed efficiently and that effective risk management strategies are in place. Risks to children identified during initial risk assessments are managed throughout aid activity implementation. The organisation implementing an activity holds primary responsibility for ensuring this is done.
7. Ensure risks to children are managed in disaster situations - CAF recognises that children living in areas impacted by disasters (natural or conflict based) are particularly vulnerable. All organisations implementing CAF disaster response activities must comply with the policy's child protection compliance standards. Risks to children must always be considered when developing disaster response activities.
8. Enhance codes of conduct - while working for CAF, either in Australia or overseas, CAF employees must: behave honestly and with integrity and in a manner which upholds the integrity and good reputation of CAF; treat everyone with respect and courtesy, and without harassment; and comply with all CAF policies and applicable Australian laws – including compliance with CAF's policy on child protection.
9. Abide by local laws - when working overseas, CAF staff and the personnel of ICDO'S implementing aid program activities are required to abide by local legislation, including labour laws with regard to child labour. (*Australian Laws – Appendix 3*)
10. Review child protection policy regularly - the policy will be reviewed every three years, or earlier if warranted, and lessons learned incorporated into subsequent versions.

CAF's Expectations of NGOs and ICDOs implementing CAF-funded and CAF-managed activities

1. NGOs and ICDOs need to 'have policies and procedures to promote the safety and wellbeing of all children accessing their services and programs', particularly to minimise the risk of abuse of children.
2. Volunteer service providers are required to have a code of conduct for volunteers covering matters including child protection, and systems for monitoring volunteer compliance with the code.
3. To ensure that NGOs and ICDOs understand and act on their obligations for managing risks to children, CAF has introduced mandatory child protection compliance standards (*see Appendix 1*). The standards apply to partners, subcontractors, volunteers, associates or consultants who are subcontracted by an ICDO to perform any part of a CAF-funded/managed activity.
4. CAF's child protection compliance standards require ICDOs to develop their own child protection code of conduct and to ensure all personnel implementing CAF-funded/managed aid activities sign it and agree to abide by it. (*see Appendix 2 for a sample of such a code*).
5. An organisation which is implementing a CAF-funded/managed project is required to remove personnel from working on an activity when it considers that the relevant personnel member poses an unacceptable risk to children's safety or wellbeing. It is noted that there will almost always be an unacceptable risk if the person has been convicted of a criminal offence relating to child abuse.
6. CAF requires ICDOs to inform CAF of changes in the circumstances of any person on a CAF funded/managed project that may affect the agency's assessment of that person. This includes being arrested for, or convicted of, criminal offences relating to child abuse, or for accessing or possessing child pornography. CAF may require the person under formal investigation to be suspended from duty or transferred to other duties during the investigation.

Appendix 1

Compliance Standards

NGOs and In-Country Delivery Organisations must have their own child protection policy with these elements as a minimum:

1. child-safe recruitment and screening processes, including criminal record checks (where possible) prior to engagement, targeted interview questions and verbal referee checks, for all personnel (including volunteers) who will be working with children
2. documented child protection complaints management procedure, which is well-publicised to staff and children in the organisation. (*See Appendix 6 - Designing an Effective Complaints Procedure for Sexual Exploitation and Abuse*)
3. regular provision of child protection training
4. a child protection code of conduct (*See Sample – Appendix 2*), that must be signed by all personnel (including volunteers) implementing CAF-funded/managed activities in-country
5. a commitment that the organisation will not permit a person to work with children if they pose an unacceptable risk to children's safety or wellbeing
6. a provision in all employment contracts that the organisation has the right to dismiss the employee or transfer the employee to other duties if he/she breaches the child protection code of conduct
7. a documented policy compliance regime, including specified sanctions for breaches
8. provision for policy review every five years, or earlier if warranted.

Where the NGO or ICDO is responsible for risk assessment for a CAF activity that involves working with children, the risk assessment must cover risks to children.

Incorporate and abide by local legislation pertaining to illegal child abuse as well as labour laws, pertaining to child labour.

Appendix 2:

Sample - Child protection code of conduct

I, **[insert name]**, engaged by **[organisation]**, agree that while implementing CAF-funded/managed aid activities, I will:

- 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 children in any form of sexual activity or acts, including paying for sexual services or acts, where under the law(s) applicable to the child (including Part IIIA of the Australian Crimes Act 1914 (Commonwealth) as amended), the child is below the age of consent or the act(s) are an offence under relevant laws
- 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, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium
- refrain from physical punishment or discipline of children (excluding my own children)
- refrain from hiring 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 abuse in accordance with appropriate procedures.

Use of children's images for work related purposes

When photographing or filming a child 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 consent from the child or a parent or guardian of the child. As part of this I must explain 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. 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 do not reveal identifying information about a child when sending images electronically.

I understand that the onus is on me, as a person engaged by **[organisation]**, to use common sense and avoid actions or behaviours that could be construed as child abuse when implementing CAF-funded/managed activities.

Signed:

Date:

Appendix 3

Australian Legislation relevant to Child Protection

Relevant Australian legislation includes:

[Crimes Act 1914 Part IIIA \(Child Sex Tourism\)](#).

Under this Act, it is a crime for Australians to engage in, encourage, or benefit from sexual activity with persons under 16 years of age while overseas. The law provides for penalties of up to 17 years imprisonment and up to \$561,000 in fines for companies.

www.comlaw.gov.au/ComLaw/legislation/actcompilation1.nsf/frame lodgment attachments/FA2A0DCCEB8A4446CA2573010028412

[Criminal Code Act 1995, Division 474 \(Telecommunications Offences, Subdivision C\)](#).

This Act provides for a penalty of 10 years imprisonment for possession of child pornography depicting a person under 18 years of age, and up to 15 years imprisonment for online grooming of a person under 16 years of age.

www.comlaw.gov.au/ComLaw/legislation/actcompilation1.nsf/current/bytitle/42E5273A7FEE9613CA25730C0000DC6C?OpenDocument&mostrecent

Local legislation

Most countries in which CAF works have legislation pertaining to illegal child abuse. When working in-country, CAF staff and the personnel of ICDOs implementing aid program activities are required to abide by local legislation, including labour laws with regard to child labour.

Appendix 4

CAF Procedures : Raising and reporting Concerns of child abuse

The possibility of staff, donors or partners abusing children is one that CAF takes seriously and is committed to working to prevent.

Report the Incident : Any incident, belief or suspicion of any form of physical or mental violence, injury or abuse, maltreatment or exploitation, including sexual abuse (past or present) by a CAF employee, partner, sponsor, donor, board-member or other related person must be reported immediately to the CAF CEO. If a child reports an incident to you, the child/young person must be taken seriously and listened to carefully. At no time should the child be returned to the environment where the abuse occurred.

Distance the alleged perpetrator : The best interests of the child/young person may warrant the standing down of a staff member or volunteer while an investigation commences. Staff members stood down receive full pay and are entitled to a just process that does not pre-suppose guilt or innocence. The allegations should not be discussed or communicated to other people until such have been considered and a decision made by management. The decision made should be documented and filed.

Document the incident : As soon as possible (within a period of 24 hours of the disclosure), the staff member receiving the disclosure needs to have fully documented the allegation, including the time, place, witnesses. The Complaints Referral form must be completed. (*Appendix 5*)

Confidentiality : All cases of child abuse, whether alleged or proven, will be handled with the utmost confidentiality. When concerns arise, all participants will be directed through a formal complaints process involving the CAF CEO.

Allegations made in Australia : If the incident has occurred in Australia, the CEO may contact the police (depending on the nature of the incident) to investigate the allegation.

Reporting allegations of physical/sexual abuse to police : All allegations of physical or sexual assault in Australia must be reported to the police, whether or not the victim has consented to the matter being reported. The reporting of allegations in countries other than Australia, needs to be considered if management or staff etc.. believe that the local police will provide natural justice and the child will not be victimised by police.

Family : The family of the child should be informed of the allegation and action proposed. They should be consulted where possible on the process to be followed.

Allegations made overseas : Any allegation or incident which involves an Australian staff member, volunteer, donor or someone else representing CAF, must be reported to the ICDO Country Representative of that country, and to the CEO of CAF in Australia. Any matter so advised must be confirmed in writing. The ICDO Country Representative of the country in which the allegation is made is responsible for liaison with CAF and will follow its own legislative or internal procedures to investigate and address the allegations.

Appendix 5

Sample - Complaints Referral Form

Name of Complainant: Ethnic origin/Nationality:

Address/Contact
details:.....
.....
.....

Identity no: : Gender:.....

Name of Victim (if different from Complainant):

Ethnic origin/Nationality:

Address/Contact details:
.....

Identity no:

Age: Gender:

Name(s) and address of Parents, if under 18:
.....

Has the Victim given consent to the completion of this form? YES NO

Date of Incident(s):..... Time of Incident(s):

Location of Incident(s):.....

Physical & Emotional State of Victim (Describe any cuts, bruises, lacerations,
behaviour, and mood):
.....
.....

Witnesses' names and Contact Information:
.....
.....

Brief Description of Incident(s) (Attach extra pages if
necessary):.....
.....
.....

Name of Accused person(s):.....Job Title (Accused person(s):

.....

Organisation Accused person(s) Works For:

Address of Accused person(s) (if known):

Age:..... Gender:

Physical Description of Accused person(s):

.....

.....

Have the police been contacted by the victim? YES NO If yes, what happened?

.....

.....

If no, does the victim want police assistance, and if not, why?

.....

.....

Has the victim been informed about available medical treatment? YES NO

If Yes, has the victim sought Medical Treatment for the incident? YES NO

If Yes, who provided treatment? What is the diagnosis and prognosis?

.....

.....

What immediate security measures have been undertaken for victim?

.....

.....

Who is responsible for ensuring safety plan (Name, Title, Organisation):

.....

.....

Any other pertinent information provided in interview (including contact made with other Organisations, if any):

.....

.....

.....

.....

Details of referrals and advice on health, psychosocial, legal needs of victim made by person completing report:

.....
.....

Report completed by:

Name:.....Position/Organisation:.....

Date/Time/Location:.....

Has the Complainant been informed about the Organisation’s procedures for dealing with complaints? YES NO

Signature/thumb print of Complainant signaling consent for form to be shared with relevant mgt structure*:

.....

Complainant’s consent for data to be shared with other entities (check any that apply):

.....

Police Camp leader (name)Community Services agency

Health Centre (name)Other (Specify)

Date Report forwarded relevant management structure*: _____

Received by relevant management structure*: _____

Name: _____ Position: _____

Signature: _____

**Relevant management structure is the official(s) responsible for sexual exploitation and abuse issues in the Headquarters of the Organisation where the Accused person works or is based*

All information must be held securely and handled strictly in line with applicable reporting and investigation procedures

Brief description of Incident: _____

Appendix 6

Designing an Effective Complaints Procedure for Exploitation and Abuse

An effective complaint mechanism promotes accountability as people of concern are better able to report abuse and access additional protection through deterrence.

Effective mechanisms also help organisations become less attractive to potential abusers as work environments.

Managers are primarily responsible for designing, implementing and monitoring complaint mechanisms.

A complaint mechanism is 'effective' when it is safe, confidential, transparent and accessible.

Safety

A safe complaint mechanism will consider potential dangers and risks to all parties and incorporate ways to prevent injury or harm. This will include ensuring confidentiality, offering physical protection when possible, and addressing the possibility of retaliation against witnesses.

Confidentiality

Confidentiality is an ethical principle which restricts access to and dissemination of information. During investigations, it requires that information is available only to a limited number of authorised people for the purpose of concluding the investigation. Confidentiality helps create an environment in which witnesses are more willing to recount their versions of events.

Transparency

A mechanism is 'transparent' when members of the affected community know it exists, have had input into its development, and possess sufficient information on how to access it and ensure it is adhered to. For example, people of concern should be able to speak to NGO staff regularly about the operation of the complaint mechanism. Information about the complaint mechanism should be freely available and all communities should know who in the organisation is responsible for handling complaints and communicating outcomes.

Accessibility

A mechanism is accessible when it is available to be used by as many people as possible from as many groups as possible in all places where an organisation is operational. Communities must be told how to complain and be actively encouraged to make complaints when problems arise.

How to create complaint mechanisms that are effective for all participants

- i. Ask people of concern how they would be most comfortable reporting exploitation and abuse

There is no magic formula for designing a safe, confidential, transparent and accessible mechanism. What will help people of concern report abuse in one environment may not help people of concern in another environment. This is because barriers to reporting vary greatly from place to place depending on factors such as the nature of the humanitarian crisis, how people are vulnerable and

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local social norms, including gender norms. It is therefore essential that organisations develop policies in consultation with people of concern as well as staff. Policies used in a number of environments should be flexible and require staff to investigate local circumstances before and during implementation.

- ii. Consider including some basic features - Most mechanisms that are effective include these basic features:
 - designated focal points, often trusted members of the local community
 - multiple 'entry points' for lodging complaints, catering to the most at-risk in the population, including methods that can be used by people who cannot read or write
 - clearly explained roles for all the parties to the complaint
 - clear rules regarding disclosure of information about the complaint
 - safe spaces for witnesses who may be in danger as a result of the complaint
 - clear, published and well understood timelines
 - procedures for making complaints by proxy (i.e. that allow one person to complain for another) and/or that allow people to make anonymous complaints

- iii. Make sure people of concern are aware of their rights and the mechanisms to enforce them - a mechanism will only be effective if people of concern know their rights and how they can enforce them. At a minimum, people of concern need to know:
 - the definition of exploitation and abuse
 - that they have a right to be free of exploitation and abuse
 - how they can complain, including the stages, timeframes, rules, decision-making processes, participants and responsibilities involved in a complaint
 - to whom they can complain and where that person is located (i.e. contact details of the organisation's focal points)
 - what steps they can take to ensure confidentiality and what steps the organisation will take to ensure safety and confidentiality

- iv Organisations will communicate these messages most effectively if they consider:
 - their audience/s – what is the gender, age, physical ability, language, level of literacy and ethnicity of the target population?
 - the available communication tool/s – it is better to advertise through posters, dramas, focus groups, local action and/or community groups?
 - the core message – what does the target population really need to know?
 - the budget – how can they reach the widest cross-section of the community within budgetary constraints?

How to create complaint mechanisms that are effective for staff

Staff members will also learn of exploitation and abuse when working with people of concern. And they too experience barriers to reporting, such as lack of knowledge about exploitation and abuse, fear of criticism from colleagues and fear of damage to their careers. Specialised staff complaints procedures can help address these issues and are part of effective complaint mechanisms.

i. Raise staff awareness of exploitation and abuse

Organisations cannot assume that staff members are any more aware of exploitation and abuse issues than other members of the community. Staff induction manuals should contain the organisation's exploitation and abuse policies. Those policies should then be discussed in inductions sessions and be available in all duty stations.

Staff should also be reminded of standards of conduct, complaint procedures and early-warning signs regularly during their service.

ii. Make reporting mandatory

Once staff are aware of and understand exploitation and abuse, mandatory reporting requirements may help overcome their fears of sharing concerns about colleagues. Mandatory reporting makes individual staff members less responsible for the 'trouble' they may be perceived as causing, since they remove discretion to report. Effective mandatory reporting mechanism will tell staff unambiguously:

- when to report
- to whom to report
- how to report
- what will happen if they do not report (including possible disciplinary measures)

iii. Institute policies to protect whistle-blowers (and punish malicious or vexatious complainants)

Mandatory reporting mechanisms work best in conjunction with whistle-blowing policies which enable organisations to discipline staff members for retaliating against a colleague who reports concerns of exploitation and abuse or otherwise cooperates with an investigation. Effective whistle-blowing policies clearly identify the type of prohibited conduct and the consequences of engaging in conduct that breaches the policy. They also make clear that deliberately reporting false or misleading allegations is itself misconduct and grounds for dismissal.

How to create complaint mechanisms that facilitates interagency cooperation

Organisations may handle exploitation and abuse complaints that involve personnel from other agencies, whether as complainants, witnesses or 'subjects of complaint'. This can create a number of issues, including:

- How and to whom should people of concern complain?
- How can investigators access information in the control of other agencies without compromising confidentiality
- How can investigators avoid re-interviewing witnesses?
- How can organisations and managers supervise a process which is at least partially outside their control?

Though organisations have their own cultures and strategies for dealing with their operating environments, they can minimise the potential problems by developing frameworks for joint investigations and information sharing.

Steps for developing and implementing effective collaborative complaint mechanisms

Presuming that there is no existing collaborative mechanism in the region, organisations should consider which agencies, teams and personnel they are *most likely* to have contact with and *in what ways* they may need to cooperate. Having identified possible partners, they should take feedback from local people and design their mechanism together. Key questions for partners are:

- How will the organisations alert each other to complaints while maintaining confidentiality?
- What are the potential partners' systems regarding confidentiality?
- Who will know about the complaint within each organisation? How much will they know?
- What are each organisation's responsibilities and reporting obligations?
- Who will manage the investigation?
- How will partners choose investigators?
- How will they organise and fund a joint investigation?
- How will they deal with problems that might arise between organisations?

- Who should receive the report?
- If there are multiple 'subjects of complaint' from multiple agencies, how will organisations ensure that penalties/responses are consistent?

Organisations that address these questions when developing their complaint mechanisms will avoid compromised investigations due to inter-agency conflicts.

Taken from: Building Safer Organisations – Guidelines : Receiving and investigating allegations of abuse and exploitation by humanitarian workers (International Council of Voluntary Agencies (ICVA)) <http://www.icva.ch/doc00002028.pdf>

GLOSSARY

- child (plural 'children') In accordance with the United Nations Convention on the Rights of the Child, 'child' means every human being below the age of 18 years unless under the law applicable to the child, majority is attained earlier.
- child abuse All forms of physical or mental violence, injury or abuse, maltreatment or exploitation, including sexual abuse.
- child protection An activity or initiative designed to protect children from any form of harm, particularly arising from child abuse or neglect.
- child pornography In accordance with the Optional Protocol to the Convention on the Rights of the Child, 'child pornography' means 'any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.' For further information regarding child pornography offences, refer to the Criminal Code Act 1995.
- child-sex tourism The sexual exploitation of children by men or women who travel from one place to another, usually from a richer country to one that is less developed, and there engage in sexual acts with children. For further details, refer to the Crimes Act 1914 Part IIIA (Child Sex Tourism).
- criminal record check A check of an individual's criminal history record. In Australia, national criminal record checks are available through state and territory police departments. They take around 20 working days. The type of employment should be specified as 'overseas employment, working with children.' Overseas, different checking procedures apply in each country and may take six weeks or longer. Individuals need to give their consent to a criminal record check and should be informed of the purpose for which the resulting police clearance certificate will be used, including sighting by CAF.
- online grooming The act of sending an electronic message with indecent content to a recipient whom the sender believes to be under 16 years of age, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender. For further details, refer to the Criminal Code Act 1995, Division 474 (Telecommunications Offences, Subdivision C).
- particularly vulnerable children Children who are particularly vulnerable to abuse, such as children with physical and mental disabilities, homeless children, child sex workers and children impacted by disasters.
- personnel Personnel either employed by an organisation, or engaged by an organisation on a sub-contract basis, or engaged by an organisation on a voluntary or unpaid basis.
- police clearance certificate The certificate showing the results of a criminal record check, issued by the police or other authority responsible for conducting such checks.
- working with children Working in a position that involves regular contact with children, either under the position description or due to the nature of the work environment.