

## Policy 2

## CHILD PROTECTION

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Child Protection Policy		
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### 1. STATEMENT OF PHILOSOPHY

Adventist Development Relief Agency (ADRA) Vanuatu is a faith based humanitarian Organisation which upholds moral values of Compassion, Respect, Integrity, Transparency and Collaboration. ADRA Vanuatu has a zero tolerance policy for Child Abuse.

### 2. AIMS AND PURPOSE

The primary aim of this Child Protection Policy (CPP) is to set guidelines and standards for the ADRA Vanuatu Organisation and all of the relevant stakeholders (as specified in the scope section). In addition, this CPP is to raise awareness of the United Nations (UN) Convention on the Rights of a Child (CRC) and that Child Abuse is a matter of extreme concern. Everyone has a duty of care to the Rights of a Child. The purpose of this CPP is to create and maintain a safe protective environment for children within the ADRA Vanuatu Organisation. The extent of the Organisation is Projects, Programs, Recruitment, Training, Field Work, Conferences, Meetings and Festivals.

### 3. GUIDING PRINCIPLES

In developing this CPP, the following set of principles are recognised; (As derived from the United Nations Convention on the 'Rights of a Child').

- All Children have Equal Rights to protection from abuse,
- Recognition of the best interest of the child,
- Zero tolerance of Child Abuse,
- Responsibility of enforcing the CPP,
- Risk Management approach.

### 4. SCOPE

This policy applies to all ADRA Vanuatu stakeholders which include;

- Staff – including Local, National and International,
- Civil Society Organisations,
- Non-Government Organisations,
- Contractors and Subcontractors,
- Board Members,
- Volunteers and Interns,
- Visitors and Guests.

It is expected that the stakeholders outlined above will all use common sense and avoid actions or behaviours that could be construed as Child Abuse.

## 5. PROCESS

The protection of children from abuse and safe guarding the 'Rights of the Child' will be addressed through the following process:

- A. Ensuring Coordinated Policy Implementation - ADRA Vanuatu CPP compliance section is responsible for:
- Responding to reports of Child Abuse and policy non-compliance,
  - Conducting child protection audits and spot checks to monitor the child protection systems of Civil Society Organisations, Non-Government Organisations and Contractors/Subcontractors, Board Members, Volunteers/Interns and Visitors/Guests.
  - Monitoring internal and external compliance with the CPP,
  - Providing child protection training for ADRA Vanuatu staff,
  - Engaging with multilateral organisations,
  - Reviewing the policy annually.
- B. Increasing Staff awareness of Child Protection obligations under the Policy - The ADRA Vanuatu Organisation must provide;
- ADRA Vanuatu staff receive regular training on child protection and on their obligations under this policy, including mandatory reporting of concerns or allegations of child abuse. Training is compulsory for all staff and is a mandatory requirement of orientation / induction and employment.
  - Refresher training to be conducted annually.
  - Six-monthly Child Protection discussion forums.
- C. ADRA Vanuatu Staff must
- Immediately report any concerns or allegations of Child Abuse and policy non-compliance,
  - Complete Child Protection Training,
  - Acknowledge their responsibilities by signing ADRA Vanuatu's Child Protection Code of Conduct document,
  - Adhere to the rules of the ADRA Vanuatu's Child Protection Code of Conduct during the course of their employment.
- D. Internal Recruitment and Screening Process
- ADRA Vanuatu is committed to preventing a person from working with children if they pose an unacceptable risk to children.
  - ADRA Vanuatu's internal recruitment processes include stringent screening measures to ensure that inappropriate people are not employed by the Organisation.
  - The interview process will incorporate behaviour-based questions. An example is when interviewing, specific questions around the interviewees' history with children will be asked.
  - All referees will be contacted and verbal checks performed.
  - If the referee has the slightest concern, further relevant questions will be asked about the applicants' history of working with children.
  - At all times possible, a criminal records check will be undertaken prior to the new employee commencing work.

- In respect of any recruitment or engagement, a statement, the substance of which is that ADRA Vanuatu is a Child Safe Organisation and screens applicants for suitability to work with or to have contact with children, will be included in the advertisement, ADRA Vanuatu website or other relevant place.

#### E. Internal Procedures for handling reports relating to Child Abuse

- ADRA Vanuatu has internal procedures for handling reports related to Child Abuse and notifies relevant law enforcement agencies and/or relevant non-government agencies that advocate for the CRC.
- ADRA Vanuatu has a specific employee who is the Child Protection Officer. The role of this position is to ensure that all staff (including volunteers and interns) are trained on the ADRA CPP. In particular, that all staff are aware of the reporting procedure.
- The Child Protection Officer reports directly to the Country Director.
- For reporting when “In the Field”, the Project Manager is the person to report to. The Project Manager will report to the Child Protection Officer.

### 6. RISK MANAGEMENT – Refer to Annex 5

#### A. Incorporating Child Protection Strategies into Risk Management Procedures

- Risk Management procedures are integrated into a comprehensive set of compliance and control systems embedded in the ADRA Vanuatu Organisation.
- Effective Child Abuse prevention strategies are incorporated in all ADRA Vanuatu daily operations, projects and activities.
- Any risks to children are identified during initial risk assessments and are managed for the duration of the project activity.
- A Risk Log (Annex 4) and Risk Assessments (Annex 5) are part of the Risk Management Procedures.

#### B. Risk Assessments

- ADRA Vanuatu must identify any child protection risks in all its activities, programs and projects and adopt strategies for managing perceived risks.
- Child Protection risks are assessed across ADRA Vanuatu operations: in development of job descriptions; in recruitment screening processes; in activity assessments and if ADRA Vanuatu is considering partnering with another Organisation, and organisational assessment.
- The Risk Assessments: identify risk; classify any high risk positions, individuals, activities and/or organisations; and document steps to be taken to reduce or remove risks.
- The Risk Assessment is to be reviewed and updated annually (or more often if required) over the life of assessed activities.
- The Risk Assessment activity is implemented prior to the commencement of all activities, programs and projects.
- The Risk Log (Annex 4) records the overall outcomes of the Risk Assessments.

### 7. POLICY REVISION

This policy will be reviewed every 3 year and lessons learnt will be incorporated into subsequent versions. All relevant documentation, including policies, contracts and human resource guidelines are filed in a secure place, in hard and electronic format. As in accordance with the ADRA Vanuatu Organisation Policy for Storage of Confidential Information.

## 8. ADRA VANUATU CHILD PROTECTION PROTOCOL

### **Definitions**

- A. A minor (child) is a person who is less than 18 years old.
- B. Staff include all people who are working under contract, salary or on a voluntary basis for the ADRA Vanuatu Organisation.

### **Scope**

The protocol below applies to all children or minors who the staff come into contact with, while working for ADRA Vanuatu. This will include (but is not limited to):

- Minors living in or around communities / camps in which the staff are working;
- Minors visiting communities / camps for any reason;
- Minors living in or around the project site;
- Minors who approach project staff while they are working;
- Minors who are participating in ADRA Vanuatu projects.

### **Core Principles**

All staff at ADRA Vanuatu must ensure that the following core principles are applied:

- Abuse by staff constitutes an act of gross misconduct and is therefore grounds for the termination of their contract;
- Sexual activity with minors is prohibited regardless of the age of the “local consent”. Mistaken belief of the age of the minor is not a defence;
- Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitation is prohibited. This includes any associated beneficiaries.
- Where staff develop concerns or suspicions regarding abuse by a fellow worker, she/he must report such concerns to the Child Protection Officer and / or Project Manager.
- Staff must support the implementation and maintenance of a safe environment which prevents the abuse of children.

### **Consequences**

Breaches of these core principles by staff (including volunteers, interns, contractors and other paid stakeholders) will be grounds for the immediate termination of the employment or contract.

Breaches of these core principles by partner organisations will be grounds for the termination of existing Memorandum of Understanding (MOU) and Project Funding.

Measures for breach of the CPP and the Child Protection Code of Conduct. The following measures can be applied for any staff, associate or representative who breaches the CPP:

- Meeting to discuss the breach and opportunity for the person to provide their account / understanding of the situation;

- Performance Management;
- Further education on the CPP and the Child Protection Code of Conduct;
- Formal warning and monitoring;
- Transfer to other duties;
- Suspension pending investigation;
- Internal investigation;
- Report to Police and
- Termination.

These measures will apply alongside any criminal investigation where relevant.

## 9. PROCEDURES FOR REPORTING CHILD ABUSE

A report of Child Abuse may include any disclosure, concern or allegation made by a child, or by any other person, of child abuse or a breach of the Child Protection Code of Conduct. ADRA Vanuatu is committed to ensuring that the safety and wellbeing of the child and their dignity and rights remain the overriding concern at all times.

ADRA Vanuatu will; deal with a report of Child Abuse in accordance with this policy; make every effort to protect the rights and safety of the child throughout the investigation of any report of Child Abuse; treat a report of Child Abuse seriously and ensure that all parties are treated fairly; deal with a Child Abuse report in a confidential, fair and timely manner; and ensure that the interests of anyone reporting in good faith is protected.

All reports made in good faith will be reviewed as being interests of the child regardless of the outcomes of any investigation. Any person who intentionally makes a false or malicious report may be subject to any applicable disciplinary action up to and including dismissal or other action appropriate to their relationship with the ADRA Vanuatu Organisation. A contractor or subcontractor who intentionally makes a false or malicious report may be subject to termination of their contract.

If a concern exists with Staff, Contractors, Volunteers, Interns, or Beneficiaries that there is inappropriate behaviour occurring with a minor, these concerns must be raised with the Child Protection Officer. If the concern is about the Child Protection Officer, or the Child Protection Officer is not available, the matter is to be raised with the Country Director.

All reports that are made must be submitted to the Child Protection Officer, in writing. All verbal reports by beneficiaries must be documented, by the staff /or Child Protection Officer and submitted in writing, regardless if the beneficiary is unable or unwilling to submit it in person.

All reports that are made, there must be action taken by the Child Protection Officer. Action, as a minimum, would include investigation of the written report of the breach of conduct. In addition, meticulous documentation, reporting and filling of the complaint. Immediately, if not already the Child Protection Officer and the Country Director are to be notified. If any report appears to be substantiated, the relevant civil or police authorities must be informed. Within Vanuatu, the Save the Children Organisation is at the forefront of Child Protection. Privacy must be maintained for the notifier of the report, the child, and for the alleged offender. If the allegations are proven disciplinary action must then follow.

## 10. REPORTING PROCESS - refer to Annex 2

### **What should be reported?**

- A. Any behaviour that you suspect maybe Child Abuse, including possession of child exploitation material, or policy non-compliance by:
  - All Staff – including Local, National and International,
  - Civil Society Organisations,
  - Non-Government Organisations,
  - Contractors,
  - Board Members,
  - Volunteers and Interns,
  - Visitors and Guests.
- B. Any report that is made known to you, by another party, relating to Child Abuse or policy non-compliance by an ADRA associated person or other parties.
- C. Basically, anything that you see, hear, observe, suspect or are told that involves a breach of the CPP, or makes you concerned for the safety or wellbeing of the child.

### **What if I am not sure if what I have seen is child abuse?**

- Contact the Child Protection Officer for confidential advice and further information to clarify what constitutes Child Abuse or policy non-compliance.
- If you do not feel comfortable approaching the Child Protection Officer, approach the following alternatives:
  - The Country Director
  - The Vanuatu Save the Children Organisation
  - The Vanuatu UNICEF Organisation
  - The Vanuatu Police Force, Family Protection Unit

### **When to Report?**

Within 24 hours or as soon as possible.

### **How to Report?**

Refer to 'The Child Protection Complaints Form' (Refer to Annex 3). If this form is not available please provide a written report, with as much information as possible.

The report is to be copied, submitted by electronic and hard copy to the Child Protection Office. If it is not possible to provide a written report, contact the Child Protection Officer and verbally provide the report.

Contact details of the ADRA Vanuatu Organisation:

- Child Protection Officer Name: Rothina Noka
- Child Protection Officer Phone: +678 25 500
- Email: [childprotection@adra.org.vu](mailto:childprotection@adra.org.vu)
- Postal Address: PO Box 85, Port Vila, Vanuatu

### **What information is required on the Report?**

- Date(s) of offense(s)
- Name of Organisation(s) involved
- Alleged abuser's details, including name, contact details, nationality and occupation
- Details of alleged offense(s)

- Whether the local law enforcement authority, Civil Society Organisation or NGO has been notified
- Any other relevant information as per 'The Child Protection Complaint Form' (Refer to Annex 3)

### ***What happens to the information that is provided?***

As in accordance with the ADRA Vanuatu Organisation Policy for Storage of Confidential Information:

- All information provided will be treated with the strictest confidentiality
- All information will be documented in both hard and electronic copies
- All information will be filed in a secure location.

## **11. RESPONDING PROCESS – Refer to Annex 2**

A prompt and appropriate response ensures that the situation is not perpetuated. This Responding Process provides, all individual involved, with a clear message of what actions and procedures are to be taken. The following points outline the appropriate Response Process.

### ***Distance the Parties***

The first step to be taken when a report is submitted is to distance the victim (child) and the suspect abuser. If the suspect abuser is an ADRA staff member, this would normally involve suspending the staff member immediately from their employment, subject to the investigation of the issue. Staff are entitled to a just process of investigation, with no presupposition of guilt or innocence. The staff member or ADRA representative shall be informed of the allegations and the process to be followed. They shall be given the opportunity to respond to these allegations and participate in the investigation as desired.

### ***Formal Complaint Process, Investigation and Determination***

Once the report has been submitted to the Child Protection Officer, internal investigations of the incident will commence. This shall involve interviews of all parties involved including witnesses to gather all relevant details of the allegation. This process will be documented at all steps. Should the allegations be found to be true, then appropriate disciplinary measures, potentially involving termination from employment and necessary legal recourse, will be taken. A statement of "The ADRA Vanuatu Organisation would not re-employ this person" would be provided to future potential employers seeking references on the individual. Should allegations found to be "without bases", then appropriate steps should be taken with all parties to minimise damage to the reputation of the individual accused and ensure that all parties are satisfied with the findings.

### ***Legal Recourse***

All forms of abuse (Physical, Neglect, Psychological, Sexual, Exploitation and Commercial Sexual Exploitation of Children) of a child is considered a crime and shall be treated as such.

On completion of the investigation, a decision shall be made by the investigation team to determine whether substantive evidence is given for criminal behaviour requiring informing the relevant authorities / police. The investigation team consists of the Child Protection Officer and the Country Director. Should Expatriates be involved as abusers, there may be



legal recourse to be taken in their home country. The investigation team should identify specific steps to take in this situation.

### ***Counselling Support***

It is recognised that parties to the Child Abuse would need appropriate counselling support. Counsellors shall be identified to provide this service to the victim (child) and as appropriate, to the abuser and other parties involved.

## **12. AMENDMENTS TO THE CHILD PROTECTION POLICY**

Any suggestions for additions or amendments to this Policy, please contact the Child Protection Officer. This policy will be reviewed every year and/or when new relevant legislation or information is released.

## **13. TRANSLATION**

The Child Protection Policy, including the Child Protection Code of Conduct and Reporting Process should be translated into local language / dialect to ensure accessibility for all staff and ADRA representatives.

## **14. FURTHER INFORMATION**

ADRA Vanuatu Child Protection Compliance Section:

Email: childprotection@adra.org.vu  
 Phone: +678 25 500  
 Mail: Child Protection Officer  
 ADRA Vanuatu  
 PO Box 85  
 Port Vila, Vanuatu

## **GLOSSARY**

### ***Abuse***

- **Physical Abuse:** the use of physical force against a child that results in harm to the child. Physically abusive behaviour includes, shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning.
- **Neglect:** the failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and well-being.
- **Psychological Abuse:** refers to a parent or caregiver's inappropriate verbal or symbolic acts towards a child, or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability. Such acts have a high probability of damaging a child's self-esteem or social competence.
- **Sexual Abuse:** the use of a child for sexual gratification by an adult or significantly older child or adolescent. Sexually abusive behaviours can include fondling genitals, masturbation, oral sex, vaginal or anal penetration by a penis / finger / or any other object, fondling breasts, voyeurism, exhibitionism and exposing the child to, or involving the child in, pornography.



- **Exploitation:** refers to the use of children for someone else's advantage or benefit, or profit that often results in unjust, cruel and harmful treatment of children.
- **Commercial Sexual Exploitation of Children (CSEC):** when a child is sexually abused / exploited in return for cash or in-kind. Common examples of CSEC include children in prostitution, children used in pornography and child sex tourism.

### ***ADRA Vanuatu Staff***

People employed by ADRA Vanuatu on a permanent or temporary basis. The ADRA Vanuatu Staff are either employed by the Organisation, engaged by the Organisation on a subcontract basis, or engaged by the Organisation on a voluntary or unpaid basis. This includes Contractors and Subcontractors associated with ADRA Vanuatu.

### ***ADRA Vanuatu Stakeholders***

All ADRA Vanuatu Staff (including Local, National and International), Civil Society Organisations, Non-Government Organisations, Contractors, Board Members, Volunteers, Interns, Visitors and Guests.

### ***Behavioural-Based Interview Questions***

Interview questions that probe the applicant's past behaviour in specific situations relevant to the position. Behavioural-based questions give interviewers additional information as to the applicant's suitability to work with children.

### ***Changes in Circumstances***

Staff and relevant stakeholders should report the following changes in circumstances to management:

- Involvement in criminal activity.
- Disciplinary procedures and criminal or civil court proceedings relating to child exploitation and abuse.

### ***Child or Children***

In accordance with the United Nations Convention on the Rights of the Child, 'child' means every human being under the age of 18 unless under the law applicable to the child, majority is attained earlier. For the purposes of this Child Protection Policy, ADRA Vanuatu considers a child to be a person under the age of 18 years.

### ***Child Abuse Material***

Material that depicts (expressly or implicitly) a child under 18 years of age as a victim of torture, cruelty or physical abuse.

### ***Child Exploitation***

One or more of the following:

- Committing or coercing another person to commit an act or acts of abuse against a child.
- Possessing, controlling, producing, distributing, obtaining, or transmitting child exploitation material.
- Committing or coercing another person to commit an act or acts of grooming or online grooming.

### ***Child Exploitation Material***

Material, irrespective of its form, which is classified as child abuse material or child pornography material.

### ***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'.

### ***Child Pornography Material***

Material that depicts a person, or is a representation of a person, who is, or appears to be, under 18 years of age and is engaged in, or appears to be engaged in, a sexual pose or sexual activity, or is in the presence of a person who is engaged in, or appears to be engaged in, a sexual pose or activity, and does this in a way that is reasonable person would regard as being, in all circumstances, offensive.

### ***Child Protection***

An activity or initiative designed to protect children from any form of harm, particularly arising from child exploitation and abuse.

### ***Child Protection Officer***

Child Protection Officer is appointed by ADRA Vanuatu. The role and responsibilities include education, training and implementation of the Child Protection Policy.

### ***Contact with Children***

Working on an activity or in a position that involves or may involve contact with children, either under the position description or due to the nature of the work environment.

### ***Grooming***

Generally refers to behaviour that makes it easier for an offender to procure a child for sexual activity. For example, an offender might build a relationship of trust with the child, and then seek to sexualize that relationship (for example by encouraging romantic feelings or exposing the child to sexual concepts through pornography).

### ***Online Grooming***

The act of sending an electronic message with indecent content to a recipient who the sender believes to be under 18 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.

### ***Policy Non-Compliance***

The failure to abide by ADRA Vanuatu Child Protection Policy, this includes the Child Protection Code of Conduct.

### ***Unacceptable Risk***

The portion of identified risk that cannot be tolerated, and that must be either eliminated or controlled. For Staff and Stakeholders deemed to be an unacceptable risk, control mechanisms are not considered appropriate.

## **RESOURCES**

- <http://www.unicef.org/violencestudy/>
- <http://www.safenetwork.org.uk/>
- <http://aid.dfat.gov.au/Publications/Pages/child-protection-policy.aspx>
- ADRA Cambodia Child Protection Policy – Version 2
- ADRA Australia Child Protection Policy
- Australian Red Cross Board Policy Statement No.19 – October 2013
- Save the Children Australia 2013

## ANNEX 1 - Child Protection Code of Conduct

I, \_\_\_\_\_, agree that while implementing ADRA Vanuatu activities, will:

- a. disclose to the ADRA Vanuatu Country Director any criminal charges, convictions or accusations, 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 ADRA Vanuatu
- b. treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, disability, or other relevant status
- c. not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- d. not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts.
- e. wherever possible, ensure that another adult is present when working near children
- f. avoid involvement in unsupervised one-on-one counselling with minors and children
- g. not invite unaccompanied children into my home or hotel, unless they are at immediate risk of injury or in physical danger
- h. 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
- i. use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium. (see 'Use of children's images for work related purposes' below)
- j. not use physical punishment on children.
- k. 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
- l. comply with all relevant Vanuatu and local legislation, including labour laws in relation to child labour
- m. immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
- n. be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse

### When photographing or filming a child for work related purposes, I must:

- a. assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
- b. obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used
- c. 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
- d. ensure images are honest representations of the context and the facts
- e. 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.

I understand that the onus is on me, as a person engaged by ADRA Vanuatu, to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse when implementing or participating in ADRA activities. Conduct that goes against any of the above points will not be tolerated and will constitute grounds for termination of employment contract or volunteer assignment by my employer.

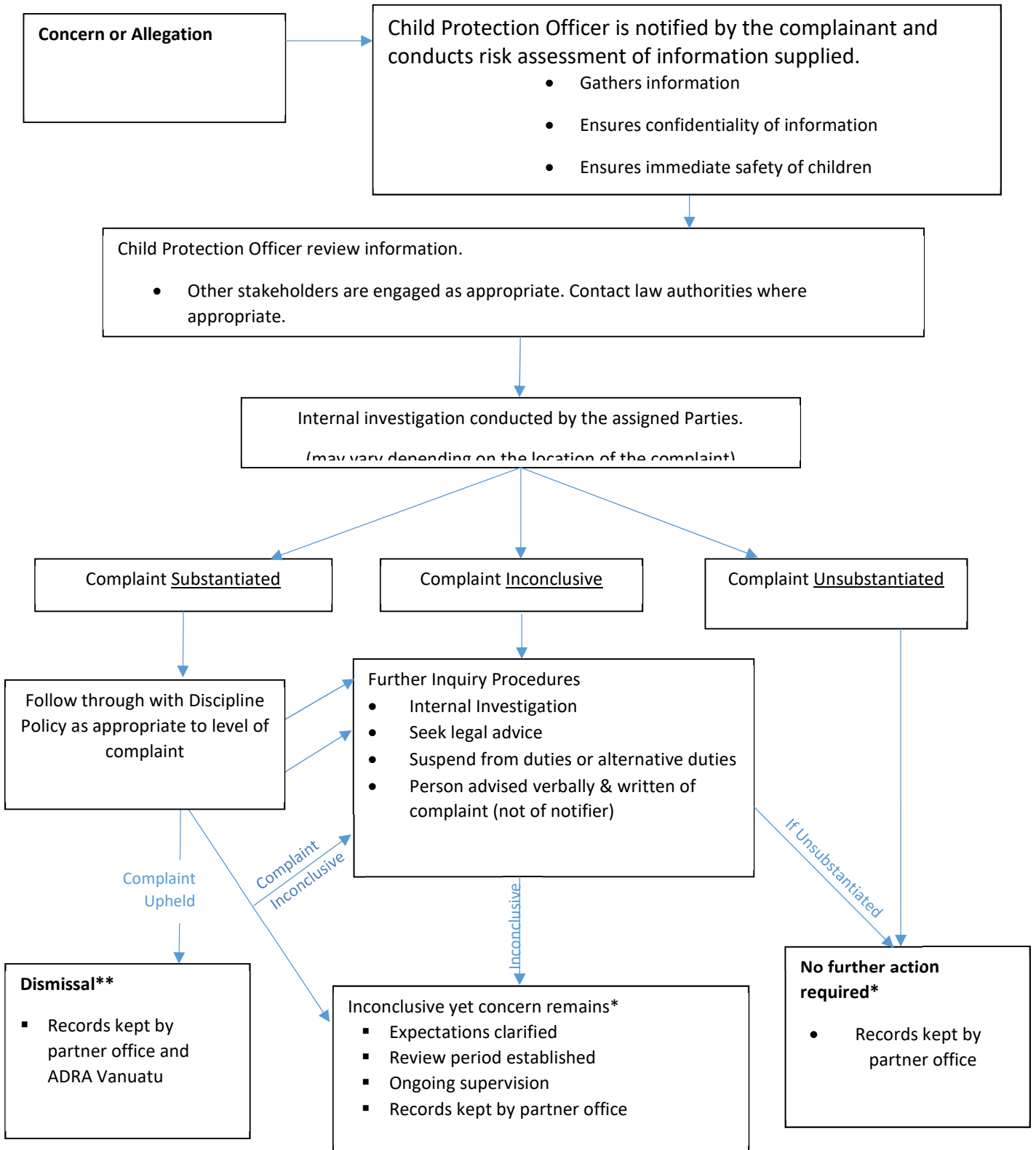
Partner Organisation: \_\_\_\_\_ Project Title: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ANNEX 2 – Child Protection Reporting Process



\* ADRA Vanuatu is notified of incident but not identity of staff person

\*\* ADRA Vanuatu is notified of details and identity of staff person

## ANNEX 3 - Child Protection Complaint Form

### PART A - Complainant to complete

Person making complaint (can be anonymous):

Date:

Who is the complaint about:

Who was the victim of the breach of conduct (name and contact details desirable but not essential)?

When did breach of conduct occur?

What was the breach of conduct?

Where did breach of conduct occur?

Who else was involved in this breach of conduct?

How did you come by this information about breach of conduct?

Any other details you would like to add?

### PART B – CO to complete

Date received by ADRA Vanuatu Complaints Officer:

Was this complaint investigated? Yes/No

If No, why not?

Is there evidence or suspicion of a breach of conduct? Yes/No

If No, what is the next step you will take?

If Yes what disciplinary action or further investigation will take place?

What is the final outcome of this complaint?

Report submitted to ADRA Vanuatu? Yes/No

Date of completion:



# RISK ASSESSMENT MANAGEMENT FORM

Program/Project:	
Activity/Activities:	Date/s:
Description of venue:	Prepared by:
Aim/purpose:	Checked by:

RISK	RISK EVALUATION	PREVENTION	EMERGENCY PLANS
Consider physical, emotional, mental and spiritual events that may occur	Low/Medium/High (Refer Risk Matrix,	How will you attempt to ensure the risk doesn't happen?	What will you do if it does happen?
<b>People Risks</b>			
•			
<b>Equipment Risks</b>			
<b>Environment Risks</b>			
•		•	

2-4: Low	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
5-7: Medium					
8-10: High					
Likelihood	1	2	3	4	5
Rare	1	2	3	4	5
Unlikely	2	3	4	5	6
Possible	3	4	5	6	7
Likely	4	5	6	7	8
Almost	5	6	7	8	9

<p>Steps taken to minimise risk: (Contingency plans, actions, recommendations, etc.)</p>          <p>Skills required by staff: Child Protection knowledge, how to identify warning signs,</p> <p>Safety equipment required:</p>
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## Definitions

### Hazard

Source of danger that could result in an accident if undue care is not exercised.

### Risk

Chance that a hazard can cause harm, either physically, psychologically or emotionally. The chance of something happening that will have an impact on objectives.

NOTE: A *Risk Assessment Management* plan can be produced and implemented for program/events. This process helps in identifying, minimising and managing perceived risks.

## Assessment Risk Factors

The concept of risk has three elements:

- The perception that something could happen
- The likelihood of something happening
- The consequence if something does happen

To identify risks and safety concerns or potential dangers, three main causal factors need to be considered:

- People
- Equipment
- Environment

### People

Whether it is taking a group to the beach or on a hike/camp or to McDonald's for a treat, the principles of assessing the potential risks are the same and must be discussed with the Director.

Use the following questions to help identify safety issues when planning for programs/events:

#### ➤ Teachers or leaders qualifications, training and experience:

- Have they previously led or accompanied groups of children in the activity?
- How often? Where? When? What age groups?
- How much experience do the helpers have?
- Have other groups conducted this activity? Where did they go? How did they organise it? Did anything go wrong? What advice can they offer?
- Can the children's teachers or leaders identify foreseeable risks?
- Is the activity, such as high-risk activities (e.g. swimming, etc.) being led by a trained qualified instructor?

#### ➤ Participants requirements and issues:

- Is the program/event and its activities appropriate to the ages and maturity of the children?
- Have the children done anything similar before?
- How closely do the children need to be supervised? Will constant supervision be maintained? If not, can this be justified? How far away will children's teachers and leaders be?
- How much individual attention do these children need for the program/event?
- If a child is in difficulty, can other children immediately stop what they are doing while children's teachers or leaders help the child?

- If the children encounter difficulty, has the program/event been organised in such a way that children's teachers and leaders can provide immediate assistance?
- How will the children be organised while participating in the program/event?
- What is the area/distance over which the children will be spread?
- How familiar are the children with the activity emergency procedures and the implementation of those the procedures by them?
- What are the preparatory activities that have been undertaken?
- Have the children been assessed for any prerequisite skills (e.g. swimming)?
- What plans have been made to deal with incidents/accidents if they occur and what risk management plans have been made?
- What will the children gain from participation in the program/event and its activities?
- How remote is the program/event and its activities from sources of assistance (e.g. camps/beach trips)?
- How long would it take to get help after an incident/accident?
- How would help be called?
- Does the children's teacher or leader or a member of the team hold a current First Aid certificate that is applicable for the environment in which the program/ event is to take place (e.g. remote access activities)?
- Have other factors been taken into account, like voluntary participation in programs/events and phobias?

### Equipment

- Does the program/event and its activities require any special equipment?
- Is the equipment appropriate for the ages of the children?
- Does the equipment to be used meet safety standards?
- What can go wrong with the equipment and can this be dealt with?
- Are there any relevant safety checks that can be carried out on the equipment?
- Have they been done? Are they current?
- Are there requirements for any protective clothing? (e.g. flotation devices)
- Is training required to use any specialised equipment?

### Environment

#### Sun safety

Children's teachers or leaders of programs/events that operate outdoors are required to consider how they will protect children from the effects of the sun. Sunburn could lead to melanoma later in life, no matter what skin type.

Protection against hazards:

- Drink more fluids (non-alcoholic and not containing large amounts of sugar) regardless of activity level
- Stay indoors as much as possible or try to rest in shady areas
- Limit outdoor activity to morning and evening hours
- Wear lightweight, light-coloured, loose-fitting clothing
- Wear wide-brimmed hats, sunglasses and put on sunscreen
- Never leave anyone in a closed, parked vehicle

Hazard Risk Assessment Matrix<sup>45</sup>

		Consequences				
		Insignificant (Minor First Aid treatment)	Minor (Medical treatment, no additional resources or treatment required)	Moderate (Medical treatment required but serious harm unlikely)	Major (Serious harm injuries e.g. fracture, concussion, bleeding)	Catastrophic (Death)
Likelihood		1	2	3	4	5
Rare (Will only happen in exceptional circumstances)	1	2	3	4	5	6
Unlikely (Could happen but rarely)	2	3	4	5	6	7
Possible (Chances are that it could happen)	3	4	5	6	7	8
Likely (Will probably happen at some time)	4	5	6	7	8	9
Almost Certain (Will happen in most circumstances)	5	6	7	8	9	10

Risk Evaluation

2-4

**Low**

It is most unlikely that harm would arise under controlled conditions and even if exposure occurred, the injury would be relatively slight.

5-7

**Medium**

Significant Hazard—more likely that harm might actually occur and outcome could be more serious (e.g. time off work or a minor physical injury).

8-10

**High**

Significant Hazard—could cause serious harm or even fatality: Unacceptable risk .

Salvation Army 2012. Safe to Serve Manual. <http://www.salvationarmy.org.nz/our-community/church-life/childrens-ministries/safe-to-ser>