



CHILD SAFEGUARDING POLICY

APPLICABILITY	AOG World Relief Vietnam Team (Staff) Members & International Volunteers
VERSION	May 2022
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PREAMBLE

There is no higher standard of just human interaction than that required of us by God and laid out for us in the Bible. God in His nature embodies love and justice, and expects our relationships and interactions with others, including children, to be based on the same principles. In fulfilling our responsibilities, we protect each other's rights. This is captured today in what we call Human Rights.

Human rights are based on an understanding that all people are created equally and have equal value and equal dignity before God, affirmed not just in creation but also in redemption. All humans, and therefore all children, regardless of age, race, gender, social background, religion, disability and/or belief, hold human rights equally.

GUIDING DOCUMENTS

AOG World Relief Vietnam (hereon after referred to as AOGWR Vietnam) support and uphold the rights of children as outlined in the UN Convention on the Rights of the Child (UNCRC 1989) and the Convention on the Rights of Persons with Disabilities (CRPD), as we believe that protecting the most vulnerable is evidence of our love for God and all His creation.

AOGWR Vietnam is also guided by both the Australian national and state frameworks, laws and policies around child protection and safeguarding¹ given it is a project office of ACCI as well as the laws of Vietnam in regard to such matters.

OUR COMMITMENT TO CHILD SAFEGUARDING

AOGWR Vietnam is committed to:

- Promote the care, protection and wellbeing of children in a way that recognises their right to grow in a safe and stable environment and their right to be protected from harm;
- Ensure AOGWR Vietnam projects respond appropriately to the needs of children in a way that fosters their health, development and dignity;
- Identify and mitigate both immediate and cumulative risks to children in the context of AOGWR Vietnam activities;
- Recognise the family as the primary means of providing for the nurture, care and protection of children; and
- Provide and promote a child safe culture that is understood, endorsed and put into action by all AOGWR Vietnam stakeholders.

¹ For more information visit - aifs.gov.au/cfca/publications/australian-child-protection-legislation.

NOTE: Child Safeguarding vs Child Protection

This policy has been titled 'Child Safeguarding Policy' to reflect a move in the sector towards differentiating these terms.

***Child Protection** describes various actions taken by government, organisations and others to protect children from all forms of abuse, violence and exploitation. It includes national policies, laws, frameworks and programs related to issues involving children and their rights.*

***Child Safeguarding** refers to the individual responsibility and duty of care of organisations to keep children safe and promote their wellbeing in the context of their program/organisation. This involves ensuring their staff, operations and programs do no harm to children or do not expose children to risk of harm or abuse.*

PURPOSE

The purpose of this Child Safeguarding Policy (CSP) is to outline the preventative and responsive measures AOGWR Vietnam has in place to safeguard children and ensure the care, protection and wellbeing of children is promoted. This policy aims to achieve this by:

- Demonstrating AOGWR Vietnam’s commitment and approaches to child safeguarding;
- Outlining the expectations and responsibilities of AOGWR Vietnam stakeholders;
- Providing guidance on how to respond to concerns and allegations of child abuse; and
- Setting high standards around personal behaviour in a code of conduct that must be adhered to by all AOGWR Vietnam stakeholders.

SCOPE

Those who fall within the scope below are required to read, sign, and adhere to the AOGWR Vietnam Child Safeguarding Policy and Code of Conduct (Appendix 1).

AOGWR Vietnam key stakeholders, specifically:

- All AOGWR Vietnam Team (Staff) Members.
- All AOGWR Vietnam Advisory Board Members.
- All AOGWR Vietnam International Volunteers.

AOGWR Vietnam recognises that other stakeholders including partner governments and agencies, multilateral organisations, downstream partners including event-staff, contractors, and consultants, as well as local volunteers and/or visitors cannot be screened according to the same recruitment and screening processes as the above listed key stakeholders due to national governance structures, frameworks, and associated requirements. We also recognise that they must also abide by their own relevant policies, international declarations, conventions, agreements, and domestic legal frameworks that relate to child safeguarding/protection. However, to uphold high standards of risk mitigation and management processes, AOGWR Vietnam expects these groups to act in accordance with the principles and reporting requirements outlined in this policy.

For this policy, AOGWR Vietnam key stakeholder expectations and responsibilities have been divided into three categories based on level of interactions with children. See the below:

LOW RISK	MEDIUM RISK	HIGH RISKS
<p>AOGWR Vietnam stakeholders who do not work directly with children.</p> <p><i>(For example, leadership training, vocational training or developing resources)</i></p>	<p>AOGWR Vietnam stakeholders who work directly or have direct contact with children.</p> <p><i>(For example, child-focused programs like tutoring or early education, or programs that involve children like community strengthening)</i></p>	<p>AOGWR Vietnam stakeholders who work directly with children in high-risk programs.</p> <p><i>(For example, child protection programs, residential care, trafficking interventions or other programs involving at-risk children)</i></p>

NOTE: Stakeholder Categories

- To this policy, donors and beneficiaries are not defined as stakeholders.

DEFINITIONS

Child and Young Person - A child or young person is regarded to be any person under the age of 18 years.

Child Abuse – Abuse can be physical, emotional, sexual or in the form of neglect. Intervention is required where the child has suffered or is likely to suffer neglect or abuse which is detrimental to the child’s wellbeing.

- **Physical abuse** is commonly characterised by physical injury resulting from practices such as punching, beating, shaking, biting, burning or otherwise harming a child.
- **Sexual abuse** occurs when an adult or older child, uses their power or authority over the child or takes advantage of the child’s trust to involve them in sexual activity. This sexual activity does not just mean sexual intercourse; it means any sexual activity including flashing, fondling, masturbating and oral sex.
- **Emotional abuse** tends to be a chronic behavioural pattern directed at the child/young person whereby their self-esteem and social competence is undermined or eroded over time.
- **Neglect** is characterised by the failure to provide for the child/young person’s basic needs. This can occur through direct and deliberate action or by omission or deliberate inaction to care for the child/young person.”

Abuse happens to both male and female children of all ages, ethnicity and social backgrounds, abilities, sexual orientation, religious beliefs, and political persuasion. Abuse can be inflicted on a child by both men and women, as well as by young people themselves. In some cases, professionals and other adults working with children in a position of trust also abuse children.

Child Protection – Child Protection is the term used to describe the responsibilities and activities undertaken to prevent or stop children being abused or maltreated.

Child Safeguarding – Safeguarding is a relatively new term which is broader than 'child protection' as it also includes prevention. Safeguarding has been defined as:

- All agencies working with children, young people and their families taking all reasonable measures to ensure that the risks of harm to children's welfare are minimised; and

- Where there are concerns about children and young people's welfare, all agencies taking appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other local agencies.²

REVIEWING THE POLICY

AOGWR Vietnam's Child Safeguarding Policy and Code of Conduct will be reviewed every three (3) years.

The AOGWR Vietnam Management Team and/or Advisory Board will manage the review and stakeholders will be consulted during this process.

² *Safeguarding Children (2005), The 2nd Joint Chief Inspectors Report on Arrangements to Safeguard Children. A broader definition can be found in Working Together to Safeguard Children.*

SECTION 1:

PREVENTATIVE ACTIONS

1.1 CHILD SAFE RECRUITMENT & SCREENING

AOGWR Vietnam is committed to child safe recruitment. AOGWR Vietnam acknowledges that child abusers or sex offenders often seek employment or volunteer placements in organisations that work with children. Therefore, AOGWR Vietnam recruitment practices aim to recruit the safest and most suitable team (staff) members, volunteers, and short-term visiting team members and deter those who wish to harm children from seeking engagement with AOGWR Vietnam.

The following process will be followed when recruiting all AOGWR Vietnam Team (staff) Members and Board Members:

1.1.1. Advertise

All recruitment advertisements for team members (staff) or volunteer positions include AOGWR Vietnam's commitment to child safeguarding and child-safe recruitment.

1.1.2. Review Applications

A detailed application or resume is required for all applicants, including information regarding the applicant's previous employment, education and experience.

1.1.3. Interview

All short-listed candidates will be interviewed. Positions that include direct contact with children or unsupervised travel must include a child safety screening component which will explore the candidate's motivations for and experience working with children.

1.1.4. Screen

The following is required for all short-listed candidates or applicants who wish to join the AOGWR Vietnam team:

- **WWCC (Australians or other nationalities only):** Acknowledging that Vietnam does not have a Working With Children Check or the equivalent currently, if potential new recruits are Australian or another nationality that has the WWC available, recruits will be required to submit their completed WWC to AOGWR Vietnam as part of their application process. Successful applicants must keep this check renewed throughout their employment or volunteering.
- **Police Check:** For Vietnamese team (staff) members, a Stamp of Approval from the Police Department on their criminal record (similar to the Australian Police Check).

- **Reference Check:** A minimum of two non-related referees will be contacted and asked specific questions regarding the candidate's suitability to work with or be in contact with children.

AOGWR Vietnam reserves the right to refuse employment to any person that poses an unacceptable risk to children.

For **international volunteers**, it is a requirement that a Working With Children Check (or the equivalent) be provided prior to their travel to Vietnam and volunteer commencement at AOGWR Vietnam. They are also required to read, sign, and adhere to the AOGWR Vietnam Child Safeguarding (Protection) Policy prior to arrival.

For other stakeholders as listed above in policy scope section, AOGWR Vietnam will mitigate the risk of allowing potential predators into our office or onto project sites with vulnerable people:

- Through expectation that these groups to act in accordance with the principles and reporting requirements outlined in this policy.
- We will also ensure that such personnel will not engage directly with a vulnerable person and/or community member on their own without an AOGWR Vietnam team (staff) or board member present, or a recognised legal guardian per location specific requirements.
- Through our partnership and/or project commitment agreements, AOGWR Vietnam will seek assurances that child safeguarding/protection is part of due diligence processes.

1.2 EDUCATION & TRAINING

AOGWR Vietnam) is committed to educating staff, volunteers and others regarding child protection and the procedures outlined in this policy to reduce risks to the children and create child safe environments. Education and training opportunities are delivered to staff, volunteers and others in numerous ways including:

AOGWR Vietnam is committed to educating all stakeholders to:

- Ensure they understand their obligations under this Child Safeguarding Policy;
- Increase their awareness of child protection and exploitation;
- Equip them to recognise risks to child safety and implement child safeguards; and
- Ensure they understand their obligations to report concerns or suspicions and are aware of the appropriate way to report.

1.3 USE OF IMAGES & INFORMATION

Children's situations evoke strong emotional responses; however, we must be careful not to exploit this and instead put the child's best interests and safety above the desire to share an impacting image or story.

In all communications, AOGWR Vietnam commits to:

- ✓ Respect the rights of every child including their rights to protection, privacy and to have their opinions heard and participate in decisions affecting them.
- ✓ Ensure that the best interests of each child are protected over any other consideration.
- ✓ Ensure children are presented 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.
- ✓ Comply with local laws, traditions or restrictions for reproducing personal images of children.
- ✓ Interview children in a sensitive manner and only when a parent or guardian is present.
- ✓ Ensure extra care and sensitivity is taken when using images and information of children who are survivors of abuse, exploitation or disaster situations.
- ✓ Providing opportunities, where possible, for children's views to be heard and then incorporate these views into projects and policies (e.g. child-led committees, child-friendly feedback forms, small group discussions). This includes involving children and young people in decisions regarding if and how their stories and images should be used and how they wish to be portrayed; and
- ✓ Developing child/youth friendly reporting and complaints mechanisms (e.g. protective behaviours training, posters, suggestion boxes).
- ✓ Only contract photographers and/or videographers who have undergone a police check, and who agree to abide by **AOGWR Vietnam's Child Safeguarding Policy**, **AOGWR Vietnam's Prevention of Sexual Exploitation, Abuse, and Harassment Policy**, and **AOGWR Vietnam's Communications Policy**.
- ✓ Photographers and/or videographers will also be required to complete an online **AOGWR Vietnam Interview and Image Consent Form** including citation of their personal information and consent from the subject/s in alignment with **AOGWR Vietnam's Communications Policy**.
- ✓ When taking photos or recording stories of a child, at a minimum informed verbal consent must be gained from a parent or guardian. Written consent is required if:
 - Photographing/filming children in the context of culturally or politically sensitive or high-stigma issues.
 - The photo or story clearly identifies and provides substantial information about a child.
 - The individual is the sole focus of a story.
 - Taking images or film of individuals in clinical settings or private settings.

In all communications, AOGWR Vietnam will avoid publishing a story or an image which might put the child or others at risk of stigmatisation or harm even when identities are changed, obscured, or not used.

SECTION 2: RESPONSIVE ACTIONS

2.1 REPORTING PROCEDURES

Responding to and reporting child protection incidents and concerns is dependent on numerous factors, including the type of incident being reported, who the incident involved, and where the incident occurred. The following section provides guidance on how to appropriately respond based on these varying factors.

All AOGWR Vietnam stakeholders must respond appropriately to the following:

- Any incident, belief or suspicion of abuse or exploitation;
- Non-compliance with the Child Safeguarding Policy or failure to safeguard a child; and
- Concerns regarding the safety or wellbeing of a child.

Refer to the below procedures and the **AOGWR Vietnam Child Safeguarding Incident Response Flowchart (Appendix 4)** for detailed guidance on how you are expected to respond.

WHAT IS REPORTED

AOGWR VIETNAM KEY STAKEHOLDERS COMMIT TO REPORTING ANY INCIDENT, BELIEF OR SUSPICION OF ABUSE OR EXPLOITATION INCLUDING:

- reports, allegations, observations, or concerns that a child has been abused, exploited, is being groomed or is at risk of significant harm.
- reports pertaining to the possession of child exploitation material.
- awareness that an AOGWR Vietnam stakeholder or team (staff) member/volunteer of an AOGWR Vietnam funded program has been accused of, charged with, arrested for, or convicted of criminal offences relating to child abuse or exploitation.

WHO REPORTS

All AOGWR Vietnam key stakeholders as outlined in the policy scope section are required to immediately report incidents, beliefs, and/or suspicions that they become aware of as described above.

If in doubt, AOGWR Vietnam key stakeholders should report an alleged incident. Individuals and organisations found not reporting alleged incidents will be viewed as being non-compliant.

Reports of abuse or exploitation of individuals under the age of 18 years must follow AOGWR Vietnam's Child Safeguarding (Protection) Policy.

HOW TO REPORT

All reports of alleged SEAH incidents should be directed to the **AOGWR Vietnam Child Safeguarding Officer (CSO)**:

childprotection@aogwr.org
+84 236 3519 692
79 – 83 3 Thang 2 Street, Da Nang, VIETNAM

Where safe to do so, and when in accordance with the wishes of the victims, survivors, and whistleblowers, all alleged SEAH incidents that involve a criminal aspect should be reported through the correct local law enforcement channels.

If the allegation is against the CSO, reports can be directed towards the **AOGWR Vietnam Advisory Board**:

complaints@aogwr.org
+84 236 3519 692
79 – 83 3 Thang 2 Street, Da Nang, VIETNAM

WHAT HAPPENS WHEN I REPORT?

WHO DOES IT INVOLVE?	DO I NEED TO REPORT OR NOTIFY AOGWR VIETNAM?	HOW WILL THE REPORT BE HANDLED BY AOGWR?
<p>AOGWR Vietnam Stakeholder: The concern or incident of non-compliance involves an AOGWR Vietnam stakeholder (see Scope).</p>	<p>Report to AOGWR Vietnam’s CSO.</p>	<p>AOGWR Vietnam will determine what action should be taken based on the severity of the allegation and in consultation with relevant parties.</p> <p>Minor Breaches: Responses may include providing further education regarding this policy, the importance of child safeguarding and outlining consequences of ongoing non-compliance.</p> <p>Serious Breaches: AOGWR Vietnam will respond in accordance with the ‘Complaints Handling Policy’ and processes outlined in the AOGWR Vietnam Team Handbook and stand-alone Complaints Handling Policy. The AOGWR Vietnam CSO will contact the relevant ACCI CSO for guidance and/or next steps.</p>
<p>AOGWR Vietnam Funded Program: A team (staff) member, volunteer or visitor to your organisation or project fails to abide by your Child</p>	<p>The AOGWR Vietnam CSO will notify the ACCI CSO if a serious breach occurred that resulted in formal action (e.g. dismissal of staff or volunteer).</p>	<p>If unsure, the AOGWR Vietnam CSO will contact the relevant ACCI CSO for guidance.</p>

Protection/Safeguarding Policy.		
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AOGWR Vietnam will take the following steps when a belief or suspicion of child abuse or exploitation is reported by launching an investigation and developing an investigation plan based on established procedures and in accordance with the AOGWR Vietnam External Complaints Handling Procedure. All reports will be appropriately investigated no matter who the alleged perpetrator is.

1.1.5. When applicable, the incident is reported to the police, government agencies or other relevant organisations:

- If the child is in Vietnamese jurisdiction, the concern will be immediately reported according to the relevant state reporting requirements per the **AOGWR Vietnam Child Safeguarding Incident Response Flowchart (Appendix 4)**.
- AOGWR Vietnam must report all child protection allegations of a criminal nature directly to the police. The police will advise whether the internal investigation needs to be suspended whilst the police investigation is underway. In such cases, AOGWR Vietnam will ensure risk management strategies are put into place to protect children (e.g. an individual subject to the allegation may be stood down until an investigation is complete).
- If the incident occurs within an AOGWR Vietnam funded activity involving an Australian and is classified as a ‘reportable allegation’ under the Victorian Reportable Conduct Scheme, ACCI are required to make a report to the Victoria Commission for Children and Young People.
- In addition, if the person subject to an allegation holds an ACC state issued credential, the Child Safeguarding Officer will immediately report the concern to the relevant State/ Territory ACC office.

During the investigation:

- The CSO will lead the investigation with other members of the AOGWR Vietnam Management Team and if deemed appropriate an AOGWR Vietnam Advisory Board representative.
- The CSO will ensure relevant laws and legislative procures are followed (external legal advice will be sought when required).
- The reporter, victim and person subject to an allegation will be treated with respect from the start of the process until the case is closed.
- External counselling will be provided if necessary, to those involved.
- Person subjected to an allegation may be stood down or partnership suspended.
- If deemed to be in the best interests of children, an AOGWR Vietnam stakeholder subject to an allegation may be stood down during the course of the investigation. This process does not indicate guilt or innocence. If the individual is an employee or ACCI Field Worker they will continue to receive full pay and other entitlements.

- If the allegation is organisational; involves an AOGWR Vietnam strategic partner; if it is considered in the best interests of children; or if the organisation is non-cooperative, then AOGWR Vietnam may suspend the partnership (including discontinuing accepting or disbursing funds) until the investigation has concluded and an acceptable resolution has been achieved.
- The investigation will be considered top priority until closed.

WHAT HAPPENS IF THE INCIDENT IS PROVEN OR SUSPICION CREDIBLE?

If an incident has been proven or there is credible suspicion, AOGWR Vietnam will automatically terminate a team (staff) member, Field Worker or any other representative's association with the organisation. A partner organisation, which according to AOGWR Vietnam, does not respond adequately to a proven incident or credible suspicion (e.g. this may include terminating staff or appropriately addressing risks) will have its partnership terminated.

WHAT HAPPENS IF I AM NOT SATISFIED WITH AOGWR VIETNAM'S RESPONSE?

If you are not satisfied with AOGWR Vietnam's response, you may follow the steps and established procedures outlined in the **AOGWR Vietnam Complaints Handling Procedure**.

COMMITMENT

I, _____, have read and understood the above AOGWR Vietnam Child Safeguarding Policy and agree to adhere to it and the associated procedures in their entirety.

SIGN: _____

DATE: _____

SECTION 3: APPENDICES

APPENDIX #1: AOGWR VIETNAM CODE OF CONDUCT

NOTE: This Code has been divided into two parts to acknowledge the separation of boundaries that we have for children in our personal lives (your children and those of your family and friends) and those in our work and ministry lives.

- Part One outlines commitments AOGWR Vietnam stakeholders must abide by at all times.
- Part Two outline commitments within work and ministry contexts.

In accordance with **AOGWR Vietnam’s Child Safeguarding Policy**, all stakeholders (as defined in the section on ‘SCOPE’) are required to read, sign and adhere to the following **Code of Conduct**.

I, (insert name) _____, as an AOGWR Vietnam team (staff) member/volunteer/short-term team member/ partner/board member/other agree that while associated with AOGWR Vietnam:

PART ONE IN BOTH MY WORK/MINISTRY AND PERSONAL LIFE

I WILL:

1. Treat children with dignity and respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
2. Listen to children, take their concerns seriously, and allow them to have a say in the decisions that affect them.
3. Provide children with a safe and protective environment.
4. Ensure that, whether residing in or visiting a country, I will always abide by Australian (if an Australian citizen or resident)) and local laws in regards to child protection and child labour at all times.
5. Ensure I am not in a position where there is a risk of an allegation being made.
6. Immediately disclose to AOGWR Vietnam management all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with AOGWR Vietnam that relates to child exploitation and abuse (see the **AOGWR Vietnam Child Safeguarding Policy** for details).

I WILL NOT:

1. Engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts.
 2. Use language or behaviour towards children that is inappropriate or sexually provocative.
 3. Physically assault or abuse children.
 4. Use language or behaviour towards children that is intended to shame, humiliate, belittle or degrade children or otherwise perpetrate any form of emotional abuse.
 5. Conduct or be part of harmful traditional practices, spiritual or ritualistic abuse.
 6. Hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, which places them at significant risk of injury or which does not adhere to child labour laws.
 7. Use any form of media and technology (including but not limited to computers, mobile phones, video cameras, cameras or social media) to exploit or harass children.
 8. View or access child pornography through any source or medium.
 9. Participate in orphanage tourism/volunteerism including visiting or volunteering in a residential care centre where I am not a key stakeholder. I will also not be involved in facilitating orphanage tourism through sending, organising or receiving teams (of non-stakeholders) for the purpose of volunteering or visiting a residential care centre.
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PART TWO

IN ADDITION TO THE ABOVE, WITHIN MY WORK/MINISTRY LIFE

I WILL:

1. Be committed to creating a culture of openness and mutual accountability in my work place/ministry, to enable all child safeguarding issues or concerns to be raised and discussed and where abusive behaviour is challenged.
2. Ensure that the risks of working alone are minimised by using the 'two-adult rule'. Whenever possible, I will ensure that another adult is present or within reach when I am working with children with whom I am in a position of trust or authority. If two staff members are not available, I will stay in public view or a trusted member of the family/community may accompany me and the child/ren.
3. Ensure that in any children's programmes, children will have privacy for all their personal needs such as toileting, changing, bathing and dressing.
4. I will comply with the **AOGWR Vietnam Communications Policy**, which states that to photograph or video a child I must obtain informed consent from the child and his/her parents/guardians (see **AOGWR Vietnam Communications Policy** for details).
5. Immediately report any concerns or allegations I have of child abuse in accordance with the **AOGWR Vietnam Child Safeguarding Policy**.

I WILL NOT:

1. Touch (including holding, hugging and kissing) a child in a way that is unnecessary or inappropriate to the culture or circumstance.
2. Do things of a personal nature for a child that they could do for themselves (such as assistance with toileting, bathing or changing clothes). Where a child cannot do such things for themselves, I will ensure I follow the “two adult rule”.
3. Hit, smack or otherwise physically assault, punish or abuse children, even where this may be culturally acceptable.
4. Be intoxicated or under the influence of alcohol or drugs prior to, or whilst, engaging with any child.
5. Spend time with a child alone, take a child to my own home or visit a child where I may be alone with that child. In the case where I have a friendship with the parents, which is not based on a position of trust, authority or dependency, and the parents give permission for me to care for the child, I may do so whilst maintaining the other commitments of this code.
6. Sleep in the same bed as a child.
7. Sleep in the same room as a child. If a child is sick, in hospital, in residential care or, for another reason, the child cannot sleep in a room alone and I am unable to organise a family member to stay with the child, I will ensure that I follow the “two-adult rule” and that neither adult sleeps in the same bed as the child.
8. Show favouritism to children or give children preferential treatment based on (but not limited to) their age, race, gender, religion or place in local society.
9. Exchange personal contact details with children.
10. Utilise workers/volunteers who pose a known risk to children’s safety.
11. Put photos, videos or other identifying information of a child on social media without informed consent from the child and his/her parents/guardians.

I understand that it is my responsibility to keep up to date with the latest AOGWR Vietnam child safeguarding information. It is also my responsibility to ensure that I adhere to the above Code of Conduct.

SIGNED: _____

DATE: _____

INDIVIDUAL LOG OF CONCERNS

CODE NUMBER	CONCERN RAISED	AGREED ACTION

APPENDIX #2: INCIDENT REPORTING FORM

In accordance with AOGWR Vietnam’s reporting procedures, any incident, belief or suspicion of a child protection violation is to be reported and the information passed on to the AOGWR Vietnam Child Safeguarding Officer. This includes child abuse, child exploitation, possession of child exploitation material or non-compliance with **AOGWR Vietnam Child Safeguarding Policy**. Activities or practices in AOGWR Vietnam projects that do not protect the best interests of the child or do not meet applicable local laws or standards must also be reported. **Please note:**

- In no way, nor under any circumstances, is anyone to attempt to persuade someone not to notify, or even to delay notifying, authorities in the case of a child safeguarding concern.
- It is not your responsibility to investigate even for the purpose of gathering information for this form. It is sufficient to just report on what you observed, aware of or were told.

PART ONE: ABOUT YOU (Note: This form is to be filled out by the person making the report)

Name: _____

Contact Details (e.g. phone, email, address): _____

Relationship with AOG WR Vietnam (e.g. Employee or Volunteer): _____

Relationship _____ with _____ child:

PART TWO: CHILD’S DETAILS

Child’s name (s): _____ Age: _____ Gender: F / M

Any other relevant details or issues to be aware of (e.g. cultural issue, disability, ethnicity, religion etc):

Who does the child live with (include address and contact details)? _____

Is the child aware of this referral? Yes/No Is the parent/guardian aware of this referral? Yes/No

Where is the child now? Is s/he in a place of safety and are there any immediate medical issues?

PART THREE: YOUR CONCERN

Child safeguarding concern:

- Observed/suspected by yourself
- Disclosure by the child
- Allegation made by (name & details) _____

Date(s), time(s) and location(s) of incident(s): _____

Who is the person suspected?

- AOGWR Vietnam Team (Staff) Member or Board Member
- Volunteer or Short-Term Visiting Team Member
- Staff of an AOGWR Vietnam partner organisation
- Someone in the community

Name and other relevant details of person suspected (e.g. address, job position, relationship with child, etc):

DETAILS OF REPORT

Please include the following:

- Details of the child safeguarding concern or incident (include: What is alleged to have happened? What were the circumstances etc)
- Write down exactly what the child or other person has said (in his/her own words) and what you said (NB: Do not ask the child leading question-record actual details)
- Observations made by you (e.g. observed injuries, persons perceived emotional state etc. Mark which observations are fact or opinion)

Have local authorities/external agencies been notified? Yes/No

Date of notification: _____

Explain (e.g. name of authorities/agency, advice received, actions etc):

SIGNATURE: _____

DATE: _____

PART FOUR: TO BE FILLED OUT BY AOGWR VIETNAM CSO

Date matter was referred: _____ Date responded to complainant: _____

Investigation

How was the investigation conducted? Who was involved in the investigation, roles and responsibilities? Include key dates of investigation.

Findings & Comments

Actions

Include action taken and any continued follow-up needed

Lessons Learned

Strengths and weaknesses in areas such as the Child Safeguarding Policy and its implementation and management etc.

Recommendations

To prevent possible child safeguarding violations and improve the investigation process in the future.

Report prepared by: _____

Signed: _____

Date: _____

AOGWR Vietnam Advisory Board Member Name: _____

Signed: _____

Date: _____

APPENDIX #3:
INTERVIEW & IMAGE CONSENT FORM

The purpose of this form is to gain consent to interview and capture images of project beneficiaries and participants for use in AOGWR Vietnam publications and/or promotions.

DIGITAL FORM:

<https://aogwr.org/photo/>

PRINTABLE FORM:

Interview and Image Consent Form

The purpose of this form is to gain consent to interview and capture images of project beneficiaries and participants for use in AOGWR Vietnam publications/promotions. All content must be sourced according to the AOGWR Vietnam Communications Policy.

PART 1: PHOTOGRAPHER'S DETAILS

Photographer's Name *(Required)*

Photographer's Contact Number *(Required)* Photographer's Email *(Required)*

(Required)

(Required)

PART 2: SUBJECTS DETAILS

Name of person being interviewed/photographed *(Required)* Date Photo Was Taken *(Required)*

(Required)

dd/mm/yyyy

Location *(Required)*

City

State / Province /
Region

Age (if <18 years of age) *(Required)*

PART 3: TYPE OF CONSENT GRANTED

Select the type of consent being given *(Required)*

If the person is under 14 years old a parent or guardian must give consent. - If the person is 14-18 years old but, in your opinion, is unable to give informed consent, a parent or guardian must also give consent.

- Photographer's Declaration of Verbal Consent
- Subject's Written Consent
- Parent or Guardian's Written Consent

Declared By *(Required)*

Date *(Required)*

dd/mm/yyyy

AOGWR Vietnam Team

Name of AOGWR Vietnam Team Member

Have photos been
uploaded?

- Yes
- No

Submit

APPENDIX #4:

AOGWR VIETNAM CHILD SAFEGUARDING INCIDENT RESPONSE FLOWCHART

YOU HAVE REASONABLE GROUNDS FOR BELIEF OR SUSPICION THAT A CHILD HAS BEEN ABUSED, IS AT RISK OF SIGNIFICANT HARM OR IS BEING GROOMED:

DID IT TAKE PLACE IN THE CONTEXT OF ANY OF THE FOLLOWING?

- Our project;
- A project partner or organisation;
- A project funded by AOGWR Vietnam; or
- Does it involve any of our project team (staff), volunteers, staff of partner organisations or representatives.

YES

Complete an **AOGWR Vietnam Child Safeguarding Incident Report Form** and submit to AOGWR Vietnam CSO, Management Team & Advisory Board as soon as practicable. This will then be sent to ACCI.

Contact the appropriate local DOLISA representative within the commune the incident has been reported in/occurred within.

Once the incident has been reported, DOLISA will invite relevant authorities (including members from the local People's Committee, Police, & Women's Union) to participate in a minuted meeting to get a formal statement from the victim/s. The reporting AOGWR Vietnam member must also attend the meeting to make a statement.

DOLISA will then investigate based on current national law/legislation.

NO*

Document your concerns and report according to the appropriate local DOLISA representative of the commune in question.

CSO: Child Safeguarding Officer
ACCI: ACC International
DOLISA: Department of Labour, Invalids & Social Affairs

APPENDIX #5:
ADDITIONAL CONTACTS

DEPARTMENT OF LABOUR, INVALIDS & SOCIAL AFFAIRS (DA NANG)

Address: Level 20, Da Nang Provincial Government Administrative Centre
24 Trần Phú Street, Hải Châu District, Đà Nẵng City, VIETNAM

Phone: +84 236 382 7616

Website: <http://ldtbxh.danang.gov.vn>