



MERI TOKSAVE CHILD PROTECTION CODE OF CONDUCT

MERI TOKSAVE INC.

| QIN: IA41404 | ABN: 76 470 761 895 | CH2687 |

administration@meritoksave.org

<http://www.meritoksave.org>

I, engaged by and associated with Meri Toksave Inc., acknowledge that I have read and understood Meri Toksave's Child Protection Policy and agree that while acting within my role and implementing activities associated with Meri Toksave, 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 under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- 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 (see also 'Use of children's images for work related purposes' below)
- Refrain from physical punishment or discipline of children
- Not 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, 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 to Meri Toksave senior management
- Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with Meri Toksave that relate to child exploitation and abuse
- It is imperative that this code of conduct be followed regardless of where the volunteer or staff of Meri Toksave operate from (PNG or Australia)

USE OF CHILDREN'S IMAGES FOR WORK-RELATED PURPOSES

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

- 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, before photographing or filming a 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 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 associated with, Meri Toksave to use common sense and avoid actions or behaviours that could be construed as child exploitation or abuse when implementing Meri Toksave activities

Name _____

Signed _____

Date _____

- I declare that I do not have any criminal record in relation to child abuse, neglect or exploitation. I agree to abide by this Code of Conduct and accept that failing to do so may result in disciplinary action being taken against me, which may include warning, suspension or dismissal.

Name _____

Signed _____

Date _____



MERI TOKSAVE REPORTING PROCESS AND GUIDELINES FOR ALL STAFF AND VOLUNTEERS AGAINST CHILD EXPLOITATION AND ABUSE, AND POLICY NON-COMPLIANCE

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What should I report?

You should report:

- Any behaviour that you suspect may be **child exploitation and abuse**, including possession of **child exploitation material**, or **policy non-compliance** by:
 - A Meri Toksave staff member or volunteer including executive members
 - A personnel of a Meri Toksave-funded contractor or civil society organisation
 - A personnel of a Meri Toksave partner
- Any report made to you by anyone relating to child exploitation and abuse or policy non-compliance by a Meri Toksave staff or Meri Toksave partners.

What if I am not sure what I have seen is child exploitation and abuse?

Contact the most senior executive member of board member for confidential advice and further information about what constitutes child exploitation and abuse or policy non-compliance.

How do I make a report?

Confidential reports can be made by:

Email: administration@meritoksave.org

Mail: C/ - Meri Toksave

Visible Ink
5 Green Square Close
Fortitude Valley (POST CODE)
Queensland, Australia.

What information do I need to provide in the report?

You should provide as much information as possible, including:

- Date(s) of incident(s)
- Name of organisation(s) involved, including any program partner
- Alleged offender's details, including name, nationality and occupation
- Details of alleged incident(s)
- Whether local law enforcement authorities or Australian Federal Police have been informed
- Details of what the organisation(s) proposes to do
- Any other relevant information.

What happens if the alleged individual in an executive committee or management member?

In the event that you suspect any behaviour may be **child exploitation and abuse**, including possession of **child exploitation material**, or **policy non-compliance** by an executive committee or management member please make a report to the Volunteer Experience Officer via: veo@meritoksave.org or the next executive member after that in which you wish to report (e.g. if you wish to report the director please contact the deputy director).

What happens to the information I provide?

All information provided to the Child Protection Compliance Section will be treated confidentially in accordance with relevant Commonwealth legislation, including the *Privacy Act 1988*.

**Meri Toksave Child Protection CoC adapted from DFAT CoC and reporting mechanisms.
(<https://dfat.gov.au/about-us/publications/Documents/child-protection-policy.pdf>)*