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INTRODUCTION

1. POSITION OF THE FRED HOLLOWES FOUNDATION NZ

- (1) The Fred Hollows Foundation NZ (“The Foundation”) is committed to the prevention of abuse and to the well-being of children, young people, and their families.
- (2) The Foundation believes that all children and young people have equal rights to protection from abuse and exploitation regardless of their gender, race, religion, disability, social or cultural background, or any other distinguishing characteristic.
- (3) The Foundation is committed to acting at all times in the best interest of the children and young people to whom The Foundation and its partners provide a service.
- (4) The Foundation acknowledges that working in accordance with this policy requires staff to be trained and supported.
- (5) The Foundation will ensure any disclosures about alleged abuse are acknowledged and that appropriate action is taken.
- (6) It is the responsibility of all Workers and Representatives to raise any concerns you have or any concerns which are reported to you according to this policy. It is not your responsibility to decide whether or not child abuse has occurred.

2. AIMS OF THIS POLICY

- (1) To protect the rights and safety of all children who may come into contact with The Foundation during the course of our work.
- (2) To provide guidance to Workers, Representatives and Partners on our position and expectations in relation to child safeguarding.



3. APPLICATION OF THIS POLICY

- (1) This policy and the accompanying Code of Conduct applies to all Workers and Representatives of The Foundation.
- (2) The Code of Conduct is applicable to all Partners of The Foundation where a Memorandum of Understanding or similar is in place to detail a shared understanding of child safeguarding standards.

4 DEFINITIONS

Child	A person under the age of 18 years, as defined by the United Nations Convention on the Rights of the Child.
Child abuse	The harming (whether physically, emotionally, or sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person. ¹ See section 6 of this policy for further details and examples.
Children's Worker	Any Worker or Representative, including but not limited to employees and contractors, who may have direct or indirect contact with children during the course of their engagement with The Foundation. For the purposes of this Policy, Children's Workers generally include clinicians, trainers, photographers, and clinic management staff, although every position must be considered on a case-by-case basis.
FARR	The Foundation's Finance, Audit, Risk and Remuneration Committee (a subcommittee of The Foundation's Board of Trustees).
Partner	People or entities that The Foundation conducts significant business with, including but not limited to programme partners.
Representative	Any person (excluding Workers) representing The Foundation, including but not limited to ambassadors.
Safeguarding children	The process of protecting children from abuse or neglect, preventing impairment of their health and development, ensuring they are living in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes. 'Child protection' is an element of Safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering or likely to suffer, significant harm. ²
Safeguarding Officer	A Worker trained in safeguarding children and adults and who is appointed by The Foundation to act as Safeguarding Officer in accordance with this policy.
The Foundation	The Fred Hollows Foundation (NZ).
Worker	Any individual who carries out work in any capacity for FHFNZ in any jurisdiction including employers; employees; trustees, contractors; sub-contractors, an employee of a contractor or subcontractor, people with responsibility for work and work places; volunteers doing work activity; people receiving work experience; people receiving on-the-job training; people working from home and mobile workers.

¹ Oranga Tamariki Act 1989, s 2(1).

² HM Government, July 2018, Working Together to Safeguard Children: a guide to inter-agency working to safeguard and promote the welfare of children. Accessed from https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard_Children.pdf on 22 February 2019; Oxfam GB, May 2018, Oxfam GB Safeguarding Children Policy, accessed from <https://www.oxfam.org.uk/~media/Files/OGB/What%20we%20do/About%20us/Plans%20reports%20and%20policies/Safeguarding/Safeguarding%20Children%20Policy%20approved%20May%202018.ashx> on 22 February 2019.



BACKGROUND

5. LEGAL AND REGULATORY FRAMEWORK

- (1) As signatories to the UN Convention on the Rights of the Child (1989), all countries where The Foundation works comply with Article 19 which undertakes to protect children from all forms of violence, abuse, neglect, maltreatment and exploitation.
- (2) This policy recognises the following New Zealand Acts of Parliament:
 - (a) Section 144A of the Crimes Act 1961, which makes it an offence to engage or attempt to engage in sexual conduct with, or do an indecent act on, a child overseas, that, if done in New Zealand, would be an offence against the Crimes Act 1961 or against section 23(1) of the Prostitution Reform Act 2003.
 - (b) The New Zealand Films, Videos, and Publications Classification Act 1993 and section 131B of the Crimes Amendment Act 2005, which outline the legal prohibitions against the creation, possession, and distribution of child pornography; and the “grooming” of children with the intention of engaging in acts of a sexual nature.
 - (c) Section 15 of the Oranga Tamariki Act 1989, which states that any person who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually), ill-treated, abused, neglected, or deprived may report the matter to a social worker or police.
- (3) Where relevant, this policy recognises and follows principles and procedures described in the Vulnerable Children Act 2014 (New Zealand), including procedures relating to screening and vetting our workforce, and implementing child protection policies. In accordance with the principles of the Act,³ The Foundation will:
 - (a) ensure that this policy is available on The Foundation’s website
 - (b) report in our annual Performance Report that we have implemented a Child Safeguarding policy
- (4) In addition to New Zealand legislation that sets legal restrictions on New Zealanders overseas, The Foundation expects all those to whom this policy applies to act in accordance with the above legislation and standards that relate to Child Safeguarding at all times, regardless of location.

6. DEFINING AND IDENTIFYING CHILD ABUSE

- (1) There are many forms of child abuse, including physical abuse, emotional abuse, sexual abuse, and neglect.
- (2) Warning signs do not necessarily prove that a child has been abused. They are clues that signal that abuse may have occurred (or be occurring) and that a child may require help or attention. Many signs could well be the result of something other than abuse and should be viewed in the context of the child’s whole situation.
- (3) It is not always easy to identify and respond to child abuse, but it’s important for Workers and Representatives to speak up, even if they are not sure.

³ Vulnerable Children Act 2014, s 16.



(4) **Physical abuse**

- (a) Physical abuse is a non-accidental act on a child that results in physical harm. This includes, but is not limited to, beating, hitting, shaking, burning, drowning, suffocating, biting, poisoning or otherwise causing physical harm to a child. Physical abuse also involves the fabrication or inducing of illness.⁴

Warning signs of physical abuse⁵

- Child has frequent injuries or unexplained bruises, burns, welts, cuts, fractures or dislocations
- Injuries may appear to have a pattern such as marks from a hand or belt
- Child or caregiver cannot recall how injuries occurred, or offers inconsistent explanations
- Child shies away from touch, flinches at sudden movements, or seems afraid to go home
- Child wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days
- Child is violent toward animals or other children

(5) **Sexual abuse**

- (a) Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities (penetrative and non-penetrative, for example, rape, kissing, touching, masturbation) as well as non-contact acts such as involving children in the looking at or production of sexual images, sexual activities and sexual behaviours.⁶
- (b) Adults have a duty of care which precludes developing a sexual relationship with or grooming of a child. A sexual relationship between an adult and a child will always be wrong, unequal and unacceptable. Sexual abuse can be committed by a relative, a trusted friend, an associate, or someone unknown to the child. Most sexual abuse is perpetrated by someone the child knows and trusts, such as a caregiver, a family friend, or someone in a position of authority like a school teacher, sports coach, or church member.⁷

Warning signs of sexual abuse⁸

- Child has unusual or excessive itching or pain in the genital or anal area
- Child displays knowledge in sexual acts inappropriate to their age
- Age-inappropriate sexual play with toys, self, or others
- Makes strong efforts to avoid a specific person, without an obvious reason
- A sexually transmitted infection or pregnancy, especially under the age of 14
- Fear of certain people or places
- Comments such as "I've got a secret" or "I don't like Uncle"

⁴ Child Matters *Creating a Safe Organisation* (Child Matters, Hamilton, 2014).

⁵ Child Matters *How can I tell? Recognising child abuse* (4th ed, Child Matters, Hamilton, 2014).

⁶ Child Matters *Creating a Safe Organisation* (Child Matters, Hamilton, 2014).

⁷ Child Matters *Creating a Safe Organisation* (Child Matters, Hamilton, 2014).

⁸ Child Matters *How can I tell? Recognising child abuse* (4th ed, Child Matters, Hamilton, 2014) at [13-17].



(6) Emotional abuse

- (a) Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effect on the child’s emotional development. This can include a pattern of rejecting, degrading, ignoring, isolating, corrupting, exploiting or terrorising a child. It may also include age or developmentally inappropriate expectations being imposed on children. It also includes the child seeing or hearing the abuse of others.⁹

Warning signs of emotional abuse¹⁰

- Child is excessively withdrawn, fearful, or anxious about doing something wrong
- Child shows extremes in behavior (extremely compliant, demanding, passive, aggressive)
- Child doesn’t seem to be attached to the parent or caregiver
- Child acts either inappropriately adult (taking care of other children) or inappropriately infantile (thumb-sucking, throwing tantrums)

(7) Neglect

- (a) Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, causing long term serious harm to the child’s health or development. It may also include neglect of a child’s basic or emotional needs.

Warning signs of neglect¹¹

- Child’s clothes are ill-fitting, filthy, or inappropriate for the weather
- Child’s hygiene is consistently bad
- Child has untreated illnesses and physical injuries
- Child is frequently unsupervised or left alone or allowed to play in unsafe situations
- Child displays poor school performance or attendance
- Child discloses that parents are absent or that basic needs are not being met

7. RESPONSIBLE STAFF MEMBERS

Safeguarding children is everyone’s responsibility and failure to act on concerns relating to children is not an option.

(1) All Workers and Representatives

- (a) are required to adhere to this Policy and Code of Conduct at all times
- (b) must report any suspicions of child abuse relating to The Foundation’s programmes and/or staff in accordance with this policy

(2) Board of Trustees

- (a) Trustees are responsible for reviewing and updating this policy every two years and hold overall accountability for The Foundation’s Safeguarding of Children.

⁹ Child Matters *Creating a Safe Organisation* (Child Matters, Hamilton, 2014).

¹⁰ Child Matters *How can I tell? Recognising child abuse* (4th ed, Child Matters, Hamilton, 2014).

¹¹ Child Matters *How can I tell? Recognising child abuse* (4th ed, Child Matters, Hamilton, 2014).



(3) Executive Director

- (a) The Executive Director is responsible for promoting the policy within The Foundation; for holding Workers and Representatives accountable to the policy; and for taking the lead role in the event of a possible or actual breach of this policy, the Code of Conduct, or relevant law.

(4) Safeguarding Officer(s)

- (a) Key responsibilities: support, communication and best practice advice
- (b) The designated Safeguarding Officer(s) are responsible for:
 - (i) supporting the Executive Director with their responsibilities under this policy
 - (ii) supporting Workers and Representatives to understand and implement the policy
 - (iii) offering and arranging support to survivors and victims of child abuse or exploitation perpetrated (or allegedly perpetrated) by a Foundation Worker or Representative regardless of whether a formal internal response is carried out (such as an internal investigation). Support can include specialist psycho-social counselling or access to employee assistance and/or access to other specialist and appropriate support as needed. Survivors and victims can choose if and when they would like to take up the support options available to them.

(5) People and Culture Adviser

- (a) Key responsibilities: safe recruitment and workforce training
- (b) The People and Culture Adviser (reporting to the Executive Director) is responsible for:
 - (i) ensuring all new and existing Workers and representatives are adequately screened by maintaining compliance with the Recruitment and Personnel Selection Procedures within this Policy
 - (ii) providing all Workers and Representatives with a copy of this policy and Code of Conduct
 - (iii) ensuring all Children's Workers are trained:
 - to recognise and respond to possible and actual cases of child abuse
 - on professional social interaction with children
 - on professional physical interaction with children, including:
 - working within New Zealand health and safety regulations
 - awareness of, and sensitivity to, cultural and religious views about professional physical interaction
 - awareness of, and sensitivity to, issues of safeguarding and gender

(6) Programme Director

- (a) Key responsibilities: mainstreaming child safeguarding into programme activity; safe programme data management; safe research practices
- (b) The Programme Director (supported by the Medical Director where relevant) is responsible for:
 - (i) Assessing the risks to children for every new programme and significant project
 - (ii) Actively managing risks to children in programmes through The Foundation's risk management framework



- (iii) Ensuring that any medical and personal information about children collected through The Foundation's health programmes is used only for the purpose for which it was gathered and that it is stored in a secure environment
- (iv) Ensuring that any research The Foundation conducts (or in which the Foundation is significantly involved) that involves or may involve children, has policies, protocols and appropriate ethics procedures that specifically address child safeguarding

(7) Engagement Director

- (a) Key responsibilities: safe and respectful content gathering, storage and use
- (b) The Engagement Director is responsible for:
 - (i) Implementing marketing, fundraising and communication (including content gathering, storage and use) policies and procedures that recognise the following standards:
 - The Foundation has an ethical responsibility to preserve the dignity of the people we photograph, and to provide a dignified and accurate visual representation of the people with whom we work. Photographers and their photos must be culturally sensitive and appropriate; and photographers must only ever take photos of subjects in suitable dress.
 - Particular privacy standards apply to child subjects. Photos and stories of children must never be accompanied by detailed information which could enable the child to be identified or located. Furthermore, a child's full name must never be used in any external publication. All information and data relating to children must be stored securely.
 - While parental or guardian consent is required for photographs or media of children, The Foundation recognises that children, particularly older children, have autonomy to make decisions about appearing in photographs. If a child is able to give consent, their informed consent must be obtained before taking their photograph. Further, photographers must not participate in making or disclosing photographs or recordings of children who lack capacity to give consent, where the photographer believes they may be harmed or distressed by making the recording or by its disclosure or use, even if a parent or guardian has given consent.

(8) Risk & Security Management Committee

- (a) The Risk & Security Management Committee is responsible for:
 - (i) Actively overseeing risks related to child safeguarding across the organisation through The Foundation's risk management systems
 - (ii) Providing oversight to ensure that all allegations or incidents relating to child safeguarding are handled in accordance with this policy and in consultation with a Safeguarding Officer.

8 POLICY AUDIT AND REVIEW

- (1) The Safeguarding Officer(s) are responsible for auditing the implementation of this policy annually.
- (2) This policy will be reviewed every two years by The Foundation's Board of Trustees.
- (3) The Country-specific guidelines annexed to this Policy will be updated by the Safeguarding Officer(s) annually.



9 RELATED LEGISLATION AND DOCUMENTS

Content Gathering and Use Policy

Cyber Security Policy

Whistleblower Policy

Recruitment Procedure

Document control & amendment history

Document Control			
Document Title	Child Safeguarding Policy		
Version Number	5.0	Author	Legal & Development Effectiveness Manager
Date Approved	15 July 2019	Document Status	Issued
Effective Date	16 July 2019	Approved by	FHFNZ Board of Trustees
Superseded Version	4.0	Date of Next Review	July 2021
Amendment History			
Version No.	Purpose/Change	Author	Date
5.0	Review of former Child Protection Policy.	Legal & Development Effectiveness Manager	09.07.19
4.0	Include definition of a Child; strengthen background checking procedures.	Legal & Development Effectiveness Manager	15.03.18



APPENDIX 1 - PROCEDURES FOR POSSIBLE OR ACTUAL BREACHES OF THIS POLICY

The following procedures will be followed if any person to whom this policy applies suspects, observes, is notified, or otherwise becomes aware of an allegation of child abuse by a Worker, Representative with The Foundation and/or our programmes. All persons to whom this policy applies must be made aware that they can contact a Safeguarding Officer for advice if they are not sure whether or not to make a report.

Responsible person(s)	Procedure for possible or actual breach of Child Safeguarding Policy
Person first aware of the suspected, alleged or observed incident	<p>1. Consider the best interests of the child Take all reasonable steps to ensure the child is safe. Any actions taken under this policy must be in the best interests of the child.</p> <p>2. Make a report</p> <p>2.1. If the child is in immediate danger, contact police immediately. Contact emergency medical services if required (see Appendix 4 for contact details).</p> <p>2.2. Every person to whom this policy applies must report any suspected, alleged or observed incidents of child abuse to the Executive Director and a Safeguarding Officer as soon as possible (regardless of whether or not a report has also been made to police).</p> <p>2.3. If the allegation concerns the Executive Director: report to a Safeguarding Officer and the Chair of the FARR Committee.</p> <p>2.4. If the allegation concerns the Safeguarding Officer: report to the Executive Director and the Chair of the FARR Committee.</p>
Executive Director and Safeguarding Officer (and Chair of FARR Committee, if required)	<p>3. Report to police and social services</p> <p>3.1. The Safeguarding Officer must work with the Executive Director to report to police and social service agencies.</p> <p>3.2. If the child is in immediate danger or if a crime is suspected, contact Police immediately (see Appendix 4 for contact details).</p> <p>3.3. If the child is not in immediate danger but there are concerns for the child’s wellbeing, contact the relevant social service agency or non-government organisation (see Appendix 4 for contact details).</p> <p>3.4. In situations where a crime is suspected but the perpetrator of the crime is not a citizen or resident of the country where the suspected crime occurred, the appropriate law enforcement agency in the alleged perpetrator’s country of citizenship/residence must be contacted if that country has enacted extraterritorial legislation relating to offences against children. For example, if the allegation is made against a New Zealand citizen or resident, The New Zealand police and Oranga Tamariki must be informed of the allegation, even if the citizen/resident was working or travelling overseas at the time of the alleged incident.</p>



Responsible person(s)	Procedure for possible or actual breach of Child Safeguarding Policy
	<p>4. Protection of information</p> <p>4.1. The Executive Director and the Safeguarding Officer must take reasonable steps to protect information about the allegation, taking into account the safety of the child, the safety of the person reporting the allegation, as well as the need for thorough and secure recording of the allegation and investigation process. Such information is only to be shared on a need-to-know basis.</p>
<p>Executive Director and Safeguarding Officer (and Chair of FARR Committee, if required)</p>	<p>5. Management of person against whom the allegation is made</p> <p>5.1. Where possible, a separate individual should be appointed to work with the person against whom the allegation is made in terms of employment or partnership issues. Care must be taken to ensure that the rights of the person against whom the allegation is made are protected by the principles of natural justice.</p> <p><i>If the allegation is made against a Worker or Representative of The Foundation</i></p> <p>5.2. The Worker or Representative will normally be suspended on full pay while investigation is conducted. (this may be on full pay).</p> <p>5.3. This does not imply guilt but rather protects all parties while the matter is being investigated.</p> <p>5.4. The person against whom the allegation is made must not have any contact (either supervised or unsupervised) with the child involved in the alleged incident during the investigation.</p> <p>5.5. If a decision is made not to suspend, The Executive Director and Safeguarding Officer (or the Chair of the FARR Committee as appropriate) must conduct a risk assessment to determine if it is appropriate for the person against whom the allegation is made to have contact with other children during the course of their work while the investigation is underway.</p> <p><i>If the allegation is made against an employee or representative of a Partner</i></p> <p>5.6. The Executive Director will ensure police and/or social service agencies have been contacted as appropriate.</p> <p>5.7. Where the Executive Director deems it appropriate, the relationship with the partner organisation may be suspended during the investigation.</p> <p>5.8. If the Foundation continues to work with the partner organisation, it must:</p> <p>5.8.1. ensure the person against whom the allegation is made does not have any contact (either supervised or unsupervised) with the child involved in the alleged incident during the investigation;</p>



Responsible person(s)	Procedure for possible or actual breach of Child Safeguarding Policy
	<p>5.8.2. ensure the person against whom the allegation is made does not have any unsupervised contact with any other children during the course of the partnership while the investigation is underway;</p> <p>5.8.3. conduct a risk assessment to determine if it is appropriate for the person against whom the allegation is made to have contact with other children during the investigation (if the partnership has not been suspended).</p>
Executive Director and Safeguarding Officer (and Chair of FARR Committee, if required)	<p>6. Investigations</p> <p>6.1. The Foundation will comply and assist to the fullest extent possible with any criminal investigation.</p>
Executive Director and Safeguarding Officer (and Chair of FARR Committee, if required)	<p>7. Management of substantiated cases of abuse</p> <p>7.1. Substantiated cases of abuse will lead to:</p> <p>7.1.1. In the case of an employee: summary dismissal.</p> <p>7.1.2. In the case of a contractor or consultant: termination of their contract. Contractors and consultants will not be remunerated for contracted time after an allegation of abuse is substantiated.</p> <p>7.1.3. In the case of a trustee: removal from the Board.</p> <p>7.1.4. In the case of any other person associated with the Foundation or its programmes: termination of the association.</p>
Executive Director and Safeguarding Officer (and Chair of FARR Committee, if required)	<p>8. Management of other breaches of this policy</p> <p>8.1. A breach of this policy may still occur even in the absence of a substantiated case of child abuse. This may be because:</p> <p>a) the incident did not reach the threshold of child abuse but nevertheless constituted a breach of this policy; or</p> <p>b) there was an allegation of child abuse that was not substantiated though the investigation processes described in this policy, but internal investigations determined that a breach of policy occurred.</p> <p>8.2. The Executive Director, Safeguarding Officer and, if relevant, the Chair of the FARR Committee will investigate all alleged breaches of this policy. If a breach of this policy occurred, The Foundation may take disciplinary action against the person against whom the allegation was made, including dismissal. The Foundation may also require the person against whom the allegation was made to undergo Child Safeguarding training.</p> <p>8.3 Any disciplinary action taken under this policy is subject to relevant legislation and the principles of good faith and fair process.</p>



APPENDIX 2 - CHILD-SAFE RECRUITMENT AND PERSONNEL SELECTION PROCEDURES FOR ALL WORKERS

This checklist is to be completed for the recruitment of all Worker positions. The checklist covers all aspects of the recruitment and selection timeline, from assessing the role for its Children’s Worker status to the signing of the relevant agreement between The Foundation and the candidate. The checklist also outlines requirements for ongoing personnel management including re-completing criminal background and police vets every three years and child safeguarding training.

Requirement	Complete (Y/N) & by whom	Evidence	If not complete, explain why
<input type="checkbox"/> Children’s Worker status (either a Children’s Worker or Non-Children’s Worker) for the role assessed by a Safeguarding Officer			
<input type="checkbox"/> Advertisement states that <i>“The Foundation operates rigorous recruitment and selection procedures that reflect our commitment to child and adult safeguarding.”</i>			
<input type="checkbox"/> Right to work in relevant country confirmed			
Identity confirmation by: <input type="checkbox"/> Use of an electronic identity credential (eg RealMe or CVCheck) and a search of personnel records to check that the identity has not been claimed by someone else			
Work history <input type="checkbox"/> Work history obtained and considered <input type="checkbox"/> Work history covers at least the preceding five years covering the preceding five years, provided by the potential worker. The interview panel must investigate any suspicious gaps in employment history.			
Interview conducted <input type="checkbox"/> Interview conducted (either in person or online/over telephone) <input type="checkbox"/> Any suspicious gaps in work history addressed <input type="checkbox"/> If Children’s Worker: a person with knowledge of Child Safeguarding issues (such as a Child Safeguarding Officer) must be on the interview panel and ask Child Safeguarding-related questions			



Requirement	Complete (Y/N) & by whom	Evidence	If not complete, explain why
<p>Reference checks</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain and consider information from at least two referees not related to the worker or their extended family <input type="checkbox"/> One referee is the candidate's current employer (or most recent employer if they are currently unemployed) <input type="checkbox"/> If Children's Worker: reference checks included questions about the applicant's suitability for working with children¹² 			
<p>Professional membership</p> <ul style="list-style-type: none"> <input type="checkbox"/> Information sought from any relevant professional organisation, licensing authority, or registration authority, including confirmation that the candidate is a member of the organisation, or is currently registered or licensed, and if they have any information that FHFNZ should know 			
<p>Criminal history and police vetting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Criminal record obtained and considered from candidate's country of residence <input type="checkbox"/> If Children's Worker: police <u>vet</u> obtained and considered from all countries the candidate has lived in for more than six months since the age of 18¹³ 		If criminal record checks or police vets are required from multiple countries / jurisdictions, list the evidence obtained for each country / jurisdiction	
<p>Risk assessment complete</p> <ul style="list-style-type: none"> <input type="checkbox"/> All information above was evaluated to determine the risk the candidate would pose to FHFNZ if engaged, and level of risk was deemed acceptable <input type="checkbox"/> Risk assessment considered any suspicious gaps in employment <input type="checkbox"/> Risk assessment considered whether the candidate was open to current (or, if unemployed, most recent) employer being contacted for a reference check 			

¹² **Further information on child safe recruitment and appropriate interview questions available from:** Children's worker safety checking under the Vulnerable Children Act 2017: Advice for interpreting and applying the Vulnerable Children (Requirements for Safety Checks of Children's Workers) Regulations 2015. Accessed from: <http://www.victiminfo.govt.nz/assets/Guidelines-and-standards/Childrens-worker-safety-checking-under-the-Vulnerable-Children-Act-RC-v1-02.pdf> on 04/04/2018, and; Child Matters. Safer recruitment, safer children: Guidance for choosing safe people to work with children. Accessed from: <http://www.childmatters.org.nz/file/Resources-page/safer-recruitment-safer-children-fa-2.pdf> on 04/04/2018.

¹³ This is different to a criminal history check. See <http://www.police.govt.nz/advice/businesses-and-organisations/vetting> for details



Requirement	Complete (Y/N) & by whom	Evidence	If not complete, explain why
<input type="checkbox"/> If Children's Worker: a Child Safeguarding Officer was involved in the risk assessment, considered the risks the candidate poses to children if engaged, and deemed the level of risk acceptable			
Agreement with Child Safeguarding Policy and Code of Conduct <input type="checkbox"/> Worker provided with a copy of this Policy and associated Code of Conduct <input type="checkbox"/> Worker agrees to Policy and Code of Conduct upon signing of relevant agreement (e.g., Individual Employment Agreement or Independent Contractors Agreement)			
Ongoing personnel management			
Criminal history and police vetting re-check (to be completed for each Worker every three years) <input type="checkbox"/> Criminal record obtained and considered from candidate's country of residence to identify any issues arising over the last three year period <input type="checkbox"/> If Children's Worker: police vet ¹⁴ obtained and considered from all countries that the Children's Worker has resided in for more than six months since the last vet			
<input type="checkbox"/> Safeguarding training provided in accordance with Child Safeguarding Policy			

Approving Manager

Approving Manager's
Signature

Date Approved

Executive Director

Executive Director's
Signature

Date Authorised

¹⁴ This is different to a criminal history check. See <http://www.police.govt.nz/advice/businesses-and-organisations/vetting> for details



APPENDIX 3 - THE FRED HOLLOWES FOUNDATION NZ CHILD SAFEGUARDING CODE OF CONDUCT

The Fred Hollows Foundation NZ (FHFNZ) strongly condemns all forms of child abuse and categorically states that it is unacceptable in any circumstance. We are committed to ensuring a safe environment for all children with whom we come in contact during the course of our work.

I commit to abiding by this Code of Conduct which requires me to:

- Disclose any convictions or child-related investigations I have been subject to.
- Be respectful of children's rights, background, culture and beliefs as set out in the UN Convention on the Rights of the Child.
- Conduct myself in a manner consistent with my position as a positive role model to children and as a representative of FHFNZ.
- Follow organisational policy and guidelines concerning the safety of children as outlined in FHFNZ's Child Safeguarding Policy.
- Abide by New Zealand and all other relevant law relating to Child Safeguarding. New Zealand citizens are subject to the extraterritorial legislation of their respective countries and can be convicted of offences against children even if the offences are committed offshore.

Ensure that, in any dealing with children during the course of my work, I:

- Do not hit, physically harm or mistreat children.
- Refrain from any sexual act or behaviour towards children and young people, including using sexually suggestive language.
- Make every attempt not to spend unnecessary or excessive amounts of time alone with children.
- Refrain from inappropriate physical contact with children.
- Avoid acting in ways that shame, humiliate, degrade or otherwise perpetrate any form of psychological harm against a child.
- Refrain from developing relationships with children that could be deemed exploitative or abusive in any way. This includes the "grooming" of children with the intention of engaging in acts of a sexual nature.
- Refrain from discriminating against, showing differential treatment or favouring particular children to the exclusion of others.
- Never hire a child for any form of 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.
- Respect the confidentiality of a child's personal information so that their dignity and safety is not compromised.
- Refrain from photographing children or using their photographs in programme or promotional materials without following the Foundations relevant policies.
- Report any possible or actual breaches of this Code of Conduct by staff, representatives or associates to the relevant people as set out in this policy as soon as I become aware of the situation.

I HAVE READ THE CHILD SAFEGUARDING POLICY AND CODE OF CONDUCT AND AGREE TO ABIDE BY THEM AT ALL TIMES. I UNDERSTAND THAT NON-COMPLIANCE WITH THE POLICY OR CODE OF CONDUCT MAY RESULT IN DISCIPLINARY ACTION, INCLUDING TERMINATION.



APPENDIX 4 - CONTACT DETAILS FOR POLICE AND SOCIAL SERVICE AGENCIES

New Zealand

Organisation	Contact details	Notes
Police	111	Contact police if you suspect serious abuse or neglect; if there is danger of death or harm; or if anybody's safety is compromised.
Child, Youth and Family Services	0508 FAMILY (0508 326 459) or if calling from overseas or need 24/7 line: +64 9 912 3820	Contact Child, Youth and Family if injuries seem suspicious; if interactions between child and caregiver seem angry, threatening or aggressive; if other risk factors exist; or if otherwise necessary.

Papua New Guinea

Organisation	Contact details	Notes
Emergency	000	Contact police if you suspect serious abuse or neglect; if there is danger of death or harm; or if anybody's safety is compromised.
Police	+675 422 3233 +675 422 3243	Contact police if you suspect serious abuse or neglect; if there is danger of death or harm; or if anybody's safety is compromised.
Catholic Children's Ministry PNG	Phone: 4222599 Email: smcgadd@gmail.com	For professional advice from social service workers.
Family Health International	Toll free confidential number: 71508000	Contact for medical advice, treatment, and counselling.
UNICEF	Phone: +675 321 3000 Email: portmoresby@unicef.org	Contact Safeguarding Officers at UNICEF Port Moresby for advice

Solomon Islands

Organisation	Contact details	Notes
Police	999	Police backup line in Honiara is 23800. This number is only available during office hours.
Seif Ples (gender-based violence/family support; crisis assistance)	123	Alternative phone number: 24677



Fiji

Organisation	Contact details	Notes
Police	917	Contact police if you suspect serious abuse or neglect; if there is danger of death or harm; or if anybody's safety is compromised.
Fiji Sexual Offences Unit (Toorak)	3318525 / 3318520	Contact in case of emergency/threat to a child.
Wellness Centre for Women (CWM Hospital, Suva)	3215435	Contact in case of emergency/threat to a child/parent/woman.
Department of Social Welfare <i>Hours: 8am – 4pm</i>	3315585	Responsible for responding to child abuse, violence against women and children. Contact if a child is not at immediate risk but you suspect child abuse or assault.

Save the Children provide information on additional organisations here:

<http://www.savethechildren.org.fj/wp-content/uploads/2015/03/CONTACT-AREA-Contact-List.pdf>

Other Pacific Island countries

Always contact local police/emergency services if anybody's safety is compromised. UNICEF may be able to provide further advice in non-emergency situations:

Organisation	Contact details	Notes
UNICEF Pacific Multi-Country Office	(679) 3300439 suva@unicef.org	Contact Safeguarding Officers at the UNICEF Multi-Country office (or UNICEF relevant)