



# UNITED NATIONS ASSOCIATION OF AUSTRALIA

## CHILD PROTECTION POLICY

DATE: 30 MAY 2016

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## 1 PRINCIPLES

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- (a) UNAA recognises the central importance of protecting children and young people, and promoting their participation in our events and activities.
- (b) UNAA adopts a zero tolerance approach to child exploitation and approach.
- (c) UNAA is committed to upholding the rights of children, particularly those under the *United Nations Convention on the Rights of the Child*.
- (d) UNAA will actively and carefully manage risks to children involved in its programs and activities.
- (e) UNAA will collaborate with member- and partner-organisations to ensure a collaborative approach to child protection.
- (f) UNAA uses fair and proper procedures when making decisions that affect a person's rights and interests.

## 2 SCOPE

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- (a) This policy is binding upon all:
  - (i) Members, including life members, of UNAA;
  - (ii) Members of the UNAA Board;
  - (iii) Persons appointed or elected to national boards, committees and sub-committees;
  - (iv) Employees of UNAA; and
  - (v) Volunteers of UNAA;
- (b) This policy will apply to:
  - (i) Events and activities of UNAA Inc;
  - (ii) Events and activities of Divisions; and
  - (iii) Affiliate Associations and Member Organisations, to the extent that they are coordinating an event or activity in conjunction with, partially funded by, or wholly funded by, UNAA.

### 3 RECRUITMENT AND TRAINING

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- (a) UNAA will take all reasonable steps to ensure that our organisation engages suitable and appropriate people to work with children, especially those in positions that involve regular contact with children.

#### **3.1 Recruitment Procedures**

- (b) UNAA will ensure that Working with Children Checks are conducted for all employees and volunteers who work with children, where an assessment is required by law.

To that end, we will ensure:

- (i) That no individual to whom this policy applies works or volunteers at any event or activity involving children prior to providing a valid Working with Children Check clearance to the UNAA as required by law;
  - (ii) Comply with all relevant directions, recommendations and risk assessments performed in the course of the relevant Working with Children Check procedure;
  - (iii) Handle any information received in accordance with these procedures with confidentiality and in accordance with relevant legal requirements.
- (c) Any entity to whom this policy applies under section 2(b) shall provide to the National Secretary, within 7 days of receiving relevant documentation, any of the following which they are required to collect:
    - (i) Copies of the Working with Children Checks for all employees and volunteers;
    - (ii) Copies of any adverse assessment, notice of rejection, disqualification, etc. received in respect of an employee or volunteer.

- (d) UNAA may require, from any prospective employee or volunteer, details of referees for any prior child-related work. UNAA may contact any such referee prior to the appointment of the prospective employee or volunteer.

### **3.3 Training Procedures**

- (e) UNAA will ensure that all our employees and volunteers who work with children have ongoing supervision, support and training in relevant child protection matters.
- (f) In particular, any entity to whom this policy applies under section 2(b) shall ensure that all employees or volunteers who work with children are provided with copies of:
  - (i) This policy; and
  - (ii) Any other child protection training material as shall be approved by the Board, or by the entity itself, from time to time.

## **4 CHILD PROTECTION**

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- (a) The Secretary of the UNAA Board of Directors shall be the Child Protection Officer. In any case of absence or conflict of interest, the Executive Director of UNAA shall be the Child Protection officer.
- (b) UNAA employees and volunteers are required to conduct themselves in a professional and appropriate manner in all interactions with children. In particular, they must treat children in a respectful and fair manner, and not engage in harassment (including sexual harassment), bullying, favouritism or exploitation.
- (c) Where a UNAA employee or volunteer suspects on reasonable grounds that an individual or entity to whom this policy applies under

section 2 has breached this policy in any way, they shall report that suspicion to the Child Protection Officer immediately.

- (d) UNAA employees and volunteers will maintain professional boundaries with children at all times.
- (e) Where a UNAA employee or volunteer suspects on reasonable grounds that a child has been, or is being, abused or neglected, they must report it immediately to the Child Protection Officer. The Child Protection Officer will:
  - (i) Make an appropriate notification as required by law;
  - (ii) Provide support and assistance to the employee or volunteer in managing the needs of the relevant child, including supporting the child to report such abuse or neglected to appropriate authorities.
- (f) In order to create a safe environment for children, the UNAA will:
  - (i) Prohibit the consumption of alcohol at events involving children and young people under the age of 18;
  - (ii) Maintain a smoke-free environment at events involving children and young people;
  - (iii) Adopt a strict zero tolerance policy in relation to any illicit substances.
- (g) The UNAA recognises the potential risks that images of children may be used inappropriately or illegally. To that end, UNAA requires any entity to whom this policy applies under section 2(b) to:
  - (i) Where possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own;
  - (ii) When using a photo of a child, not to name or identify the child, or publish personal information, without the consent of the child's parent/guardian; and

- (iii) Will seek permission from the parent/guardian of a child before using their image.

## **5 COMPLAINTS PROCEDURE**

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### ***5.1 Complaints Principles***

- (a) UNAA aims to provide a simple, confidential and trustworthy procedure for resolving complaints based upon the principles of procedural fairness. All complaints will be dealt with promptly, seriously, sensitively and confidentially.
- (b) Any person (a 'complainant') may report a complaint about a person, people, or organisation bound by this policy (a 'respondent') if they feel they have been discriminated against, harassed, bullied, or there has been any other breach of this policy.
- (c) UNAA will provide a mechanism for individuals to make a complaint on the UNAA website.
- (d) UNAA aims to ensure that our complaints procedure has integrity and is free of unfair repercussions or victimisation against any person making a complaint. We will take all steps necessary to ensure that people involved in a complaint are not victimised.

### ***5.2 Complaints Procedure***

- (e) In the first instance, complaints should be reported to the UNAA Child Protection Officer. If the complaint relates to the UNAA Child Protection Officer, a complaint can be made to any other member of the UNAA National Board of Directors, who shall perform the duties of the UNAA Child Protection Officer in respect of that complaint only.

- (f) The Child Protection Officer is to be mindful of any legal obligations to report conduct the subject of a complaint to appropriate external bodies (including, where appropriate, the police).
- (g) Complaints may be resolved:
  - (i) Informally, by mediation between the parties; or
  - (ii) Formally, by the Child Protection Officer.
- (h) The Child Protection Officer shall, taking into account the preference of the complainant and the nature of the complaint, determine whether a complaint ought to be dealt with informally or formally.
- (i) Where a complaint relates to suspected child abuse or neglect, it shall be dealt with formally in all cases. The UNAA will report suspicions of child abuse and neglect to appropriate external bodies as required by law.
- (j) Where a complaint is to be dealt with formally, the Child Protection Officer shall:
  - (i) First, have the complaint reduced to writing by the complainant;
  - (ii) Secondly, seek written statements from any relevant witnesses to the conduct giving rise to the complaint;
  - (iii) Thirdly, explain the nature of the complaint to the respondent, and provide them with an opportunity to provide a response in writing;
  - (iv) Fourthly, make a determination as to the validity, or otherwise, of the complaint.
  - (v) Finally, where appropriate, recommend appropriate disciplinary measures to the UNAA Board of Directors.
- (k) Records of a complaints procedure shall be confidential to the parties involved and the UNAA Board of Directors.

### **5.3 Disciplinary Measures**

- (l) The UNAA Board of Directors may impose disciplinary measures on an individual or organisation following the resolution of a complaint.
  
- (m) A disciplinary measure imposed will be:
  - (i) Fair and reasonable;
  - (ii) Applied consistent with any contractual or employment rules and requirements;
  - (iii) Based on the evidence and information and the seriousness of the breach; and
  - (iv) Determined in accordance with the UNAA Constitution, and any associated by-laws, policies or rules.
  
- (n) Where, in order to give effect to a disciplinary measure, the UNAA Board of Directors requires the cooperation of any entity to whom this policy applies under section 2(b); that entity shall freely provide such cooperation to the fullest extent possible.
  
- (o) Disciplinary measures which may be imposed upon individuals include, but are not limited to:
  - (i) a direction that the individual make a verbal and/or written apology;
  - (ii) a written warning;
  - (iii) a demotion or transfer of the individual to another location, role or activity;
  - (iv) a suspension of the individual's membership or participation or engagement in a role or activity;
  - (v) termination of the individual's membership, appointment or engagement.
  
- (p) Disciplinary measures which may be imposed upon organisations include, but are not limited to:
  - (i) a written warning;

- (ii) a direction that any rights, privileges and benefits provided to that organisation be suspended for a specified period;
- (iii) a direction that any funding granted or given to it by UNAA cease from a specified date;
- (iv) a direction that UNAA cease to sanction events held by or under the auspices of that organisation;
- (v) suspension or termination of membership.

## **6 CONTINUAL IMPROVEMENT**

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- (a) The UNAA Board will review this policy at least annually.
- (b) The UNAA Board will actively seek out feedback on the implementation of this policy from employees, volunteers and any entity to which this policy applies.

