

IDP's Child Protection Code of Conduct for IDP employees, contractors and consultants engaged on AusAID funded projects



I, _____ [insert name] engaged by IDP Education Pty Ltd, agree that while implementing AusAID-funded activities, I will:

- treat *children* with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, 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* in any form of sexual activity or acts, including paying for sexual services or acts, where under the law(s) applicable to the child (including Part IIIA of the Australian Crimes Act 1914 (Cwlth) as amended), the child is below the age of consent or the act(s) are an offence under relevant laws;
- 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 exploit or harass *children* or access *child* pornography through any medium (see also 'Use of children's images for work related purposes');
- refrain from physical punishment or discipline of *children* (excluding my own *children*);
- refrain from hiring *children* for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- comply with all relevant Australian and local legislation, including labour laws in relation to *child* labour; and
- immediately report concerns or allegations of *child* abuse in accordance with appropriate procedures.

Use of children's images for work related purposes

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

- before photographing or filming a *child*, 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*. As part of this consent, 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; and
- ensure file labels do not reveal identifying information about a *child* when sending images electronically.

Acknowledgement

I understand that the onus is on me, as a person engaged by IDP, to use common sense and avoid actions or behaviours that could be construed as *child* abuse when implementing/undertaking AusAID funded projects.

I understand that IDP will not permit a person to work with *children* if they pose an unacceptable risk to *children's* safety or wellbeing. I agree to abide by this Code of Conduct and accept that IDP has the right to take appropriate action including dismissal or transfer to other duties if I am found to be in breach of IDP's Child Protection Code of Conduct.

I understand that IDP may obtain a criminal record check for each country in which I have lived for 12 months or longer over the last 5 years and for my country of citizenship for which I give IDP my consent and will complete all necessary forms to indicate such consent as located at <http://www.afp.gov.au/> and attached. IDP will not share personal information obtained in this way with other parties.

I have read AusAID's Child Protection Policy and have read and understood IDP's Child Protection Code of Conduct.

Signed: _____

Name: _____

Date: _____

Responsibilities

The A&RMC will review this policy every five years and on any change to the relevant legislation and make recommendation to the Board in this regard.

Management will ensure implementation of this policy through the development of appropriate procedures in core business units of IDP where exposure to children is likely.