

Habitat for Humanity Australia's  
Child Protection Policy Code of Conduct  
Extract from HFHA Child Protection Policy and Procedure, December 2016

As a HFHA representative, I WILL:

- Treat all children and young people with respect at all times, regardless of culture, creed, gender, colour, language, political or other opinion, nationality or ethnicity, disability or any other difference.
- Ensure that I am fully aware of HFHA's child protection policy, principles and procedures.
- Promote a safe environment where children (and young people, parents and families) feel safe, empowered and able to communicate openly.
- Act professionally and maintain appropriate boundaries at all times.
- Avoid circumstances where my behaviour may be misinterpreted as hostile, suggestive, inappropriate or neglectful.
- Always ensure that a minimum of two adults are present when with a child. If it is not possible to have another adult present, ensure that I am at least visible to others.
- Act swiftly and ensure that any perceived risk to a child is immediately reported via the procedures listed.
- Immediately report concerns or allegations of policy and code of conduct non-compliance, child exploitation or abuse; to HFHA senior management, Child Protection Officer or build team leader, regardless of whether this has resulted in the harm of a child.
- Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with HFHA.
- Keep all reported cases and allegations (proven or otherwise) confidential at all times.
- Adhere to international or local (in field country) child protection laws
- Comply with all relevant Australian and local legislation, including labour laws in relation to child labour.

As an HFHA representative, I WILL NOT:

- Engage in any behaviour (including use of language or physical) with a child which is, or could be interpreted as inappropriate, offensive, discriminatory or suggestive.
- Engage in any unwarranted or inappropriate touching of a child.
- Engage in any form of sexual intercourse or sexual activity with a child or any persons under the age of 18 years.
- Spend time alone with a child or children in their home or community.
- Invite unaccompanied child or children – including inviting a child to visit my home,

- hotel accommodation or office alone, or take children alone in my car (except in emergency situations, or if they are at immediate risk of injury or in physical danger).
- Undertake or participate in any activities with children present which are illegal.
  - Hire children as domestic or any other form of labour.
  - Engage in special treatment of a child e.g. spending inappropriate special time with the child, inappropriately giving gifts, showing special favours to them but not other children, allowing the child to overstep rules.
  - Use physical punishment on children
  - Engage in testing of boundaries with a child e.g. undressing in front of the child, talking about sex, 'accidental' touching, for example, of the genitals.
  - Misuse photographs for the purpose of exploiting children
  - Exchange personal contact details with children and have ongoing communication with them after my visit to the community with Habitat for Humanity.
  - Visit or return to HFHA communities/families I have previously visited, without the facilitation of Habitat for Humanity.
  - Give gifts or special favours to a particular child or family member. This can appear to be grooming and shifting the power dynamic between you and the child and their family.

### Children in Stories and Photos

I will ensure the appropriate use of children's images in my emails, donor updates and communications. As such:

- Obtain informed consent from the child and 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.
- All children should be appropriately dressed in images and concern for their dignity and respect will remain paramount at all times.
- An image should not be taken which could depict the child in a sexually suggestive manner.
- An image should not in any way include information which will identify the child.
- An image of a child should portray a truthful account of their situation.
- I will protect the identity and location of a child by not reporting their full names and exact location. HFHA requires you to not publish surnames and village names when you communicate stories or display photos of children or adults.
- Assess and endeavor to comply with local traditions or restrictions for reproducing personal images before acquire consent to photograph or film a child or adult.
- I will have GPS tracking turned off when taking pictures/video of children, so that when they are uploaded to social media the photo will not contain data that can be used to identify the location of the child.
- I will not add location mapping to any photos shared through Instagram, Facebook, Snapchat, Twitter and any other social media platforms.

- Use any computers, mobile phones, video cameras, cameras or social media appropriately and never to exploit or harass children or access child exploitation material through any medium.
- Ensure file labels, Meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

*I have reviewed the HFHA Child Protection Code of Conduct and I agree to adhere to these standards throughout my association with HFHA. I understand that the onus is on me as a person associated with HFHA, to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.*

Global Village team members are required to review this document and agree to adhere to this Code of Conduct via the online Global Village Registration Form.

Habitat for Humanity Australia's  
Global Village Stories and Photos Code of Conduct  
Extract from HFHA Use of Stories and Photos Policy, December 2016

At all times, Habitat for Humanity representatives should adhere to the following guidelines for gathering story and photo resources, storage of such communication materials, transmission of such materials, and the dissemination of these standards.

**Informed verbal consent must be received for each individual photo/video taken. Community members must understand that their photo/video may be used in the public domain and/or for marketing purposes and must be given the opportunity to indicate if they are uncomfortable to have their photo/video taken. If a community member does not wish to have their photo/video taken, this will be respected.**

The guidelines are as follows:

- Uphold and adhere to the HFHA Child Protection Code of Conduct at all times.
- Be sensitive to and never exploit a person's vulnerability at times of trauma or grief, and always consider how a photo/story will impact on the rights, especially the safety and well-being of the person being portrayed.
- Portray subjects, especially children in a dignified manner and not in sexually suggestive poses. Children and adults should also be adequately clothed. (*E.g. Not photos of people washing themselves*).
- HFHA does not pay or otherwise compensate subjects for telling their stories, taking their pictures, or securing their signatures on a consent form.
- GPS tracking on cameras/phones should be turned off when taking pictures/video of children and adults so that any content uploaded to a website or social media cannot be identified electronically
- Maintain truthfulness and transparency when recording a story, photo or video.
- Photos and stories should respect human dignity. Do not portray people as helpless victims. Balance human needs with positive language about what people are doing to help themselves.
- Ensure images are honest representations of the contexts and the facts. Photos, stories and videos will portray a truthful account of their situation. This includes not cropping photos that may alter the perception of the photo's situation, for example cropping out parent in a photo with a child; this would show the child is alone when in fact they are not.
- An image should not disclose details which could enable the child to be identified.
- An image of a child should portray a truthful account of their situation.
- No information will be published which will identify the exact location of a child e.g. surname, first name and village name may be changed to protect children's identify. This includes blurring the school crest on a subject's shirt or cropping the street name out of a photo.

I have reviewed the HFHA Use of Stories and Photos Code of Conduct and I agree to adhere to these standards throughout my association with HFHA

Global Village team members are required to review this document and agree to adhere to this Code of Conduct via the online Global Village Registration Form.