

Habitat for Humanity Australia's Child Protection Code of Conduct

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.
- Ensure that I am fully aware and abide by HFHA's Prevention of Sexual Exploitation and Abuse 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, regardless of the age of consent.
- 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.
 - Give or provide children with alcohol or illegal drugs.
 - 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.

Name: _____

Date: _____

Signature: _____

Name of Witness: _____

Date: _____

Signature of Witness: _____