

Child Safeguarding Policy

1. Introduction

The Australian and New Zealand Intensive Care Society (ANZICS) recognises that while the nature of our work may not directly pose a risk to children, it is vital to ensure that we have a child safeguarding policy in place to mitigate any potential risks that may arise. ANZICS works with a range of partners from government to tertiary institutions with a mission to ‘achieve the best possible outcome for patients and their families by advancing intensive care practice’.

ANZICS work from time to time may involve children and young people and maintains the principle that the protection of children and their rights are paramount, and that child abuse is never acceptable. The Convention on the Rights of the Child (CRC) underpins ANZICS’ work on child safeguarding.

2. Purpose

ANZICS has zero tolerance toward the abuse of children and young people. This policy provides guidance and direction on the responsibility that ANZICS has to those children with whom its staff, volunteers, consultants, partners, supporters and representatives may come into contact.

ANZICS is committed to taking all necessary steps to ensure that all children and young people with whom we work (in Australia, New Zealand, and overseas in our deployment programs) are always provided a safe environment. ANZICS is obliged to adhere to national, local, and international child protection criminal laws, which prohibit the abuse and exploitation of children. These include local laws where ANZICS’ programs exist, and international laws and Conventions in relation to all forms of child abuse and child exploitation, including child sex tourism, child sex trafficking, child labour and child pornography.

3. Guiding Principles

- 3.1 The United Nations Convention on the Rights of the Child is the global foundation for child protection. The fundamental principle of the Convention is that children have their own indivisible rights.
- 3.2 All children should be protected equally.
- 3.3 Children have the right to be always safe.
- 3.4 All personnel, partners, and associates of ANZICS have a responsibility to protect children.
- 3.5 All staff, partners and associates will be required to adhere to this Child Safeguarding Policy.

4. Scope and Exclusions

This policy applies to both salaried and non-salaried ANZICS personnel and extends to all Board members, Committee members, staff, contractors, volunteers, project collaborators and partner staff.

Any individual engaged by, or with, ANZICS who interacts with children as part of their role must comply with this policy.

5. Personnel Recruitment and Selection

ANZICS is dedicated to implementing child-safe recruitment, selection, and screening procedures. ANZICS will refrain from involving individuals who may pose a risk to children, whether directly or indirectly. The objective of these procedures is to enlist the most appropriate and secure individuals to participate in our programs.

The following child safe recruitment and screening procedures are used for all deployed staff:

- A current Working with Children Check
- Police checks
- Reference checks

6. Risk Assessment

Risk management is a continual aspect of our involvement with children in all our endeavours. ANZICS and/or its collaborating partners conduct a child protection risk assessment for each activity and project involving children before they begin. We establish mitigation strategies for any identified risks, actively monitoring both these and any new risks throughout the program's duration.

7. Policy Awareness and Distribution

All ANZICS personnel and associates engaged to participate in any aspect of an ANZICS activity will be provided with a copy of the Child Safeguarding Policy and related procedures. They are obligated to sign ANZICS' Child Safeguarding Code of Conduct (Appendix 1).

8. Media, Marketing, Communication and Use of Children's Images and Guidelines

Effective communication is essential in our efforts to safeguard children participating in ANZICS programs and activities. It is crucial to ensure that any communication involving children's images is conducted with sensitivity, respect, and consideration for their well-being and rights.

9. Education and Training

ANZICS is dedicated to educating personnel and associates about child protection and abuse, the Child Safeguarding Policy, and strategies to minimise risks and establish child-safe environments. This includes guidance on reporting child abuse if there are concerns regarding an ANZICS staff member or another organisational representative.

All global health personnel are required to complete the ACFID Child Safeguarding and ACFID Code of Conduct online training. Refresher training on the policy and safeguarding procedures will be provided to all relevant personnel at least annually, or if requested.

10. Working with Partners

At a minimum, partner organisations are expected to have their own child safeguarding policy and procedures that comply with DFAT's minimum standards whether working within Australia and New Zealand or overseas (<https://www.dfat.gov.au/sites/default/files/child-protection-policy.pdf>). ANZICS recognises the challenges and cultural differences of working in other countries, where child protection practices and cultures may differ from those in Australia, and where organisations may not have existing child safeguarding policies. In such cases, partner organisations are required to adopt, sign, and adhere to ANZICS' Child Safeguarding Policy and Code of Conduct for the duration of the activities. ANZICS collaborates with partners to conduct a child protection risk assessment for all programs and activities involving or impacting children, with continuous monitoring throughout the project cycle.

11. Dispute Resolution and Breaches

All instances of or complaints of child harm or abuse must be reported and are responded to in line with the Child Safety Reporting Process below and described in the procedure below. If a person is deemed to have breached this policy, or poses any identifiable risk to children, that person must not be allowed to work with children.

12. Compliance with the Policy

If ANZICS has a reason to believe that a person subject to the policy has failed to comply with it, ANZICS will investigate the circumstances.

When the Child Safeguarding Policy or Code of Conduct is violated, ANZICS may immediately suspend or remove an individual from program activities while the situation is being evaluated.

12.1 What should be reported?

Any disclosure or allegation concerning the safety, abuse, or exploitation of a child, or a violation of the Child Safeguarding Policy or Code of Conduct should be reported immediately, along with any observation of concerning behaviour by ANZICS personnel or associates that violates the Child Safeguarding Policy or Code of Conduct.

Reports made in good faith will be regarded as acting in the best interests of the child, irrespective of the outcome of any investigation. ANZICS will ensure the protection of individuals reporting child abuse or exploitation in good faith. Disciplinary action will be taken against any personnel or associate found to have failed to report a child protection concern or intentionally made a false allegation.

Reports can be made by anyone, including program beneficiaries, children, parents, guardians, carers, partners, ANZICS personnel or associates, and members of the public. Confidentiality will be taken seriously and is a key principle when managing child safeguarding concerns. All information regarding these concerns must only be reported to designated individuals. Subject to considerations regarding child safety and ANZICS' reporting obligations in accordance with the laws of the relevant jurisdiction and relevant Australian/New Zealand legislation, the confidentiality of individuals involved, and specific details of any child protection incident will be prioritised to the greatest extent possible.

12.2 How to submit a report?

Reports must be submitted verbally, and following this an ANZICS Child Safeguarding Incident Form must be filed.

12.3 Who to report to?

All reports must be made to:

- ANZICS General Manager
- ANZICS Executive Representative (specifically the Secretary, Treasurer, Vice President or President of the Society or other such members of the Executive as determined by the Board and recorded in the Constitution or organisational governance documents).

If the incident is related to a global health development activity and involves any ANZICS personnel, a report must also be submitted to the local implementing partner according to their reporting procedures and an ANZICS in-country representative. Incidents external to a global health program not involving those outlined in the scope of this policy should be reported via local implementing partner/organisation procedures, or to local authorities. Reports of incidents involving personnel operating under a DFAT funded project will be documented in a [DFAT Child Notification Form](#) and reported by ANZICS to DFAT's Child and Ethics Unit via childwelfare@dfat.gov.au within 5 days. ANZICS will notify relevant law enforcement agencies as appropriate, in Australia, New Zealand and overseas.

All discussions and concerns will be documented using the [ANZICS Safeguarding Incident Report Form \(refer to Appendix 2\)](#).

12.4 Document Management

All confidential documents and sensitive information will be managed according to the organisation's Privacy Statement. This includes information related to police checks, verbal referee checks, consent forms, and details of any child safeguarding incidents.

13. Roles and Responsibilities

The Board	Responsible for overseeing Child Safeguarding risks across the organisation and ensuring appropriate measures are implemented to manage and mitigate these risks within the organisation's operations
Senior Management	<ul style="list-style-type: none"> Ensuring child-safe recruitment practices, including screening all staff, and incorporating specific child safeguarding questions during interviews Monitoring and ensuring compliance with the ANZICS Child Safeguarding Policy's Code of Conduct (Appendix 1) Providing new staff with induction training, including information on child safeguarding Arranging refresher training on child safeguarding Conducting screening and risk assessments of partners Integrating child protection risk assessments into program design Monitoring child protection risks throughout program implementation Ensuring information about children, including images, complies with the Media, Communication and Use of Children's Images Guidelines in this policy (section 8, page 5), and is securely stored. Reporting any suspected or known instances of harm or abuse to authorities in accordance with our procedures. Reporting any Child Safeguarding incidents to DFAT, other donors, and authorities as required by contractual and funding agreements. Ensuring stakeholders and partners understand and adhere to the ANZICS Child Safeguarding Policy and including this requirement in MOUs and Project Agreements.
ANZICS Personnel	<ul style="list-style-type: none"> Complying with ANZICS' Code of Conduct and Child Safeguarding Policy Staying vigilant to any child safeguarding risks Maintaining awareness, understanding and vigilance of child safeguarding through appropriate training

	<ul style="list-style-type: none"> Ensuring incidents that breach the Child Safeguarding Policy and Code of Conduct are reported and documented through the appropriate mechanisms
Partners	<ul style="list-style-type: none"> Complying with screening and risk assessment at the start and throughout the partnership Signing and complying with ANZICS' Child Safeguarding Policy's Code of Conduct if the partner lacks their own policy. Reporting all safeguarding risks, concerns, and incidents to ANZICS
External Contractors/Shareholders	Understand and abide by ANZICS' Child Safeguarding Policy and Code of Conduct in all engagements with ANZICS where they encounter children

14. Related Legislation, Policies and Forms:

[ACFID Code of Conduct \(2019\)](#)

Criminal Code Act 1995 (Commonwealth)

Crimes Act 1914 (Commonwealth)

[DFAT Child Protection Policy \(January 2018\)](#)

Department of Foreign Affairs and Trade (DFAT) Child Protection Minimum Standards

Australian National Principles for Child Safe Organisation

Modern Slavery Act 2018

[UN Convention on the Rights of the Child](#)

[Child-Friendly Version of the UN Convention on the Rights of the Child](#)

DFAT Child Incident Notification form: [child-incident-notification-form.pdf \(dfat.gov.au\)](#)

15. Policy Review

This policy will be reviewed every two years, or earlier if deemed necessary.

Policy Number	1 (version 1.0)
Drafted by	GICI Project Manager
Responsible Person	General Manager
Date ratified by the Board	19/09/2024

APPENDIX 1 – ANZICS Child Safeguarding Policy

CHILD SAFEGUARDING CODE OF CONDUCT

All individuals and associates engaged with the Australia and New Zealand Intensive Care Society must agree to this code of conduct before participating in ANZICS health projects, programmes or activities including global health projects, programs, or activities, and adhere to it during their involvement. This document is aligned with the Child Protection Policy of the Department of Foreign Affairs and Trade (DFAT) from January 2018 and the Code of Conduct of the Australian Council for International Development (ACFID) from June 2017, revised in January 2019.

This Child Safeguarding Code of Conduct aims to ensure the safety of children from abuse and exploitation and to provide clear behavioural guidelines for those working with ANZICS to establish and maintain professional boundaries when interacting with children.

I, [insert name], confirm that I have comprehended and accepted ANZICS Child Safeguarding Policy. During my involvement with ANZICS projects, programs, and activities, as well as my association with ANZICS, I commit to:

- Respecting children regardless of their background, race, gender, religion, or other characteristics.
- Avoiding language or behaviour towards children that is inappropriate or abusive.
- Refraining from any form of sexual activity with individuals under 18 years old.
- Ensuring the presence of another adult when working near children whenever feasible.
- Restricting unaccompanied children from private residences, hotels, or remote areas except in cases of immediate danger.
- Seeking permission from supervisors and ensuring another adult is present before sleeping near unsupervised children if necessary.
- Refraining from using technology to exploit or harass children or access child exploitation material.
- Abstaining from physical punishment of children under any circumstance.
- Avoiding hiring children for inappropriate labour or giving them alcohol or illegal drugs.
- Informing and complying with relevant Australian and local legislation regarding child labour.
- Reporting concerns or allegations of child exploitation and abuse promptly to appropriate authorities and ANZICS.
- Disclosing any charges, convictions, or allegations related to child exploitation or abuse.
- Refraining from contacting children outside program times.
- Acting transparently and avoiding actions that could be construed as child exploitation or abuse.
- Undergoing a Working with Children Check prior to any deployment or engagement in program activities.

When photographing or filming children or using their personal information for work purposes, I pledge to:

- Comply with ANZICS policies and guidelines on ethical stories and images.



- Respect local traditions or restrictions when photographing or filming children.
- Obtain informed consent from parents/guardians and, if possible, from the children before photographing or filming them.
- Ensure dignity and respect in representing children in images.
- Ensure honesty and accuracy in representing the context of images.
- Protect children's identities in electronic communications or publications.
- Seek written ANZICS Executive consent before using images for various purposes.

I understand that it is my responsibility, as an individual engaged with ANZICS, to adhere to this code of conduct and relevant laws, and to avoid any behaviour that could harm or exploit children.

Signed)

(Date)



APPENDIX 2 – ANZICS Safeguarding Incident Report Form

Return address: 1/101 High Street, Prahran 3181

or Email: anzics@anzics.org

PERSONAL DETAILS:

☐ Prefer to remain anonymous

Given Name/s:	<input type="text"/>	Family Name/s:	<input type="text"/>
Address:	<input type="text"/>		
Phone:	<input type="text"/>	Email:	<input type="text"/>

INCIDENT TYPE:

<input type="checkbox"/> Sexual abuse	<input type="checkbox"/> Neglect
<input type="checkbox"/> Other conduct of a sexual nature (e.g. grooming)	<input type="checkbox"/> Exploitation
<input type="checkbox"/> Physical abuse	<input type="checkbox"/> Psychological/emotional abuse
<input type="checkbox"/> Spiritual abuse	<input type="checkbox"/> Person of Concern
<input type="checkbox"/> Other (please specify):	<input type="text"/>

PERSON/S INVOLVED: (attach additional sheet if necessary)

Person 1

☐ Offender/Perpetrator/Person of Concern ☐ Victim/Survivor ☐ Witness

Given Name/s:	<input type="text"/>	Family Name/s:	<input type="text"/>
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Position/Role:	<input type="checkbox"/> Unknown	<input type="checkbox"/> Nurse	External staff
<input type="checkbox"/> Manager	<input type="checkbox"/> Employee	<input type="checkbox"/> Volunteer	Board Member
<input type="checkbox"/> Doctor	<input type="checkbox"/> Allied Health	<input type="checkbox"/> Other	

Description (e.g. physical characteristics, cultural/linguistic backgrounds, adult, child, etc):

Person 2

☐ Offender/Perpetrator/Person of Concern ☐ Victim/Survivor ☐ Witness

Given Name/s:	<input type="text"/>	Family Name/s:	<input type="text"/>
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Position/Role:	<input type="checkbox"/> Unknown	<input type="checkbox"/> Nurse	External staff
<input type="checkbox"/> Manager	<input type="checkbox"/> Employee	<input type="checkbox"/> Volunteer	Board Member
<input type="checkbox"/> Doctor	<input type="checkbox"/> Allied Health	<input type="checkbox"/> Other	

Description (e.g. physical characteristics, cultural/linguistic backgrounds, adult, child, etc):

Person 3

☐ Offender/Perpetrator ☐ Victim/Survivor ☐ Witness

Given Name/s:	<input type="text"/>	Family Name/s:	<input type="text"/>
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Position/Role:	<input type="checkbox"/> Unknown	<input type="checkbox"/> Nurse	External staff
<input type="checkbox"/> Manager	<input type="checkbox"/> Employee	<input type="checkbox"/> Volunteer	Board Member
<input type="checkbox"/> Doctor	<input type="checkbox"/> Allied Health	<input type="checkbox"/> Other	

Description (e.g. physical characteristics, cultural/linguistic backgrounds, adult, child, etc):

INCIDENT DETAILS (attach additional sheet if necessary)**INCIDENT TIME/S AND DATE/S:** (if specific dates are unknown provide approximate month/year)**INCIDENT LOCATION/S:** (if specific location/s are unknown provide approximate area, region or state)

Signature:

Date:

PRIVACY

Generally, ANZICS collects, uses and holds personal information if it is reasonably necessary for or directly related to the performance of ANZICS functions and activities. This may include for the purpose of fulfilling ANZICS objectives, facilitating internal business operations and complying with legal or regulatory requirements. Generally, ANZICS only uses or discloses personal information for the purposes for which it was collected (as set out above). Except as otherwise permitted by law, ANZICS only collects and discloses sensitive information where consent is provided and if the information is reasonably necessary for the performance of our functions and activities (set out above).