
#2: SAFEGUARDING POLICY

All JFF policies and guidelines apply equally to JFFA and JFFI, as indicated in the Cooperation Agreement between the two organisation and are separately approved/accepted by both Boards.

JFFA refers to The John Fawcett Foundation incorporated in Australia

JFFI refers to the Yayasan John Fawcett Indonesia

JFF refers to the whole organisation (JFFA and JFFI)

This Policy combines the most recent versions (2020) of JFF's Child Protection Policy and Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) Policy.

INTRODUCTION

JFF's work brings us into contact with children and adults who may be vulnerable and to whom we owe protection, and this Policy addresses the safeguarding of children and adults in the communities JFF assists.

PERSONS TO WHOM THE POLICY APPLIES

- JFF staff
- Members of the Boards of JFF
- Individually contracted service providers, consultants, advisers, or trainers
- Volunteer service providers
- Visitors to any project being conducted by or on behalf of JFF.

SEXUAL EXPLOITATION, ABUSE AND HARASSMENT (SEAH)

Definitions

This Policy uses the following descriptions of sexual exploitation, sexual abuse, and sexual harassment of adults:

- **Sexual exploitation:** Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. It includes profiting monetarily, socially, or politically from sexual exploitation of another.
- **Sexual abuse:** The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. All sexual activity with someone under the age of consent (18 years under Indonesia law or 16 years under Australian law) is considered to be sexual abuse.
- **Sexual harassment:** A person sexually harasses another person (including beneficiaries, community members, citizens, as well as staff) if the person makes an unwelcome sexual advance or an unwelcome request for sexual favours or engages in other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated, or intimidated.

Guiding Principles

1. JFF recognises its responsibilities to build a transparent and ethical working environment that rejects inappropriate behaviour and provides its staff and service recipients with an environment that is supportive and makes them feel valued.
2. JFF recognises that SEAH is unacceptable and will not be tolerated. JFF has assessed its level of risk assessment and this policy has been developed to manage that level.

3. JFF recognises that it has a responsibility to put in place controls to manage, monitor and assess the risk of SEAH.
4. The Policy applies at an organisational level and also at an individual level.
5. The Policy recognises that strong leadership is vital for setting the culture of the organisation. Leaders are expected to set clear expectations and be an example of respectful behavior in their interactions at work and outside work. Victims and whistle-blowers need to feel safe in their reporting of concerns and be assured their allegations are taken seriously.
6. JFF recognises that it has a responsibility to the communities in which it operates and to its beneficiaries to prevent SEAH.
7. Under no circumstances will JFF allow any person to whom this policy applies to have sexual relations with any patient of JFF.
8. JFF will treat victims with dignity and respect.
9. JFF will prioritise the rights, needs and wishes of victims of SEAH while ensuring procedural fairness to all parties.
10. Where appropriate JFF will involve victims in decision-making and will provide victims with comprehensive information.
11. JFF will endeavour to protect privacy and confidentiality where practicable.
12. JFF will consider the need for counselling and health services to assist victims.

CHILD ABUSE AND EXPLOITATION (CAE)

Guiding Principles

1. JFF recognises that CAE is unacceptable and will not be tolerated. JFF has assessed its level of risk assessment and this policy has been developed to manage that level.
2. JFF recognises that it has a responsibility to create a working environment that safeguards the rights of children and to put in place controls to manage, monitor and assess the risk of CAE.
3. Prior to being engaged or working with the JFF, all persons in specific programs that involve close contact with children shall be subject to child safe recruitment and screening processes, including police record checks and verbal referee checks, and will sign the Safeguarding Code of Conduct if required to do so by JFF.
4. JFF commits to not allowing any personnel to work with children if they pose an unacceptable risk to children's safety and well-being and retains the right to immediately dismiss or transfer to other duties any personnel who breach the Safeguarding Policy.
5. Any person to whom the Policy applies who is arrested for, or convicted of, criminal offences relating to child abuse or exploitation or for accessing or possessing child pornography shall, as soon as JFF becomes aware of same, be immediately suspended or removed from all projects, activities or involvement with the work of JFF, pending an investigation.
6. The incident reporting/complaints procedure will follow that set out in JFF's Complaints Policy.

JFF'S SAFEGUARDING APPROACH

In line with the above Guiding Principles, JFF has developed the following approach to safeguarding.

Commitment

JFF will ensure that:

1. all new staff or Board members receive a copy of this Policy and sign the Safeguarding Code of Conduct on commencement of their engagement with JFF

2. any JFF staff or supporters who undertake regular visits to project sites or have frequent contact with JFF beneficiaries will be made familiar with the requirements of this Policy and sign JFF's Safeguarding Code of Conduct.

Organisation-wide implementation

1. JFF recognises that ensuring the safety and wellbeing of our beneficiaries and mitigating the risk of CAE and SEAH requires an organisation-wide approach, covering JFF's activities in Australia and in Indonesia.
2. JFF will appoint a senior staff member to be primarily responsible for Safeguarding. This person shall be responsible for raising awareness within the organisation of the risk of CAE and SEAH and the application of this Policy.

A. Safeguarding in our planning, policies, and communications

JFF:

- i. incorporates safeguarding considerations in the planning of all programs
- ii. discusses child protection and safeguarding matters with Board members and operational staff to foster a culture of child protection and prevention against SEAH in everything we do
- iii. has in place an effective complaint handling process that ensures that complaints are taken seriously and addressed appropriately, including by reporting to the relevant authorities (whether required by law or not)
- iv. ensures that fundraising and promotional activities do not pose an unacceptable risk of harm to community members, including children
- v. ensures that appropriate protocols and processes are in place for the ethical collection, storage and use of children's and adults' stories, photos, and videos, including gaining informed consent prior to taking images and safely managing identifying information.

B. Safeguarding in recruitment

To mitigate the risk of harm to the community members and children with whom we work, JFF employs guidelines in the recruitment of new staff, implemented in the interviewing of candidates, reference checks and candidate pre-screening. These include:

- i. conducting verbal checks with referees and former employers/training institutions
- ii. asking behavioural-based interview questions for candidates who will be working directly with children and adults in the communities in which JFF works.

Employment guidelines for JFF staff in Indonesia include a three-month probationary period prior to confirmation of employment. For staff who breach this Policy, the Safeguarding Code of Conduct or display any other unacceptable behaviour or practices a twice-warning process is adopted, followed by dismissal after the third breach.

C. Safeguarding donor field visits

If JFF staff or supporters are likely to encounter children during a donor field visit, JFF ensures reasonable precautions are taken to protect against child abuse or exploitation. Field visits by JFF staff and/or supporters will invariably involve an element of SEAH risk, given that members of the communities which JFF serves will be present during any JFF activity.

The following requirements apply:

- i. All donor field visits must be arranged through JFF.
- ii. JFF staff must accompany visitors to the project locations.
- iii. Visitors must not spend unsupervised time with beneficiaries or community members, including any children.
- iv. Visitors need to be aware that the giving of gifts could be seen as a gesture to bribe or groom a young person or vulnerable adult. Participating JFF staff and supporters will be made aware that the giving of gifts is not encouraged by JFF. There may be some circumstances where gifts could be acceptable if they

are given openly, are of small monetary value, not based on favouritism and are not construed as a bribe or leading the giver to expect preferential treatment. In any case, all gifts and contributions need to be screened, approved, and their distribution facilitated by JFF.

- v. Inappropriate or suspicious behavior of visitors towards any child or adult must be addressed immediately.
- vi. The JFF staff member accompanying the visitor must seek the assistance of their supervisor and follow the guidelines established in this Policy for managing and reporting suspected CAE or SEAH of adults.
- vii. JFF staff or supporters are expected to conduct themselves with professionalism and integrity during donor field visits. In preparation for the donor field visit, each participating JFF staff member and supporter will be provided with:
 - the Safeguarding Code of Conduct – to be read and signed
 - information regarding expected behaviour during the visits.

D. Safeguarding Risk Assessment for our Programs

JFF's program risk assessment process provides a opportunity to identify and mitigate risks of harm to children and adults in the implementation of our programs. To conduct an effective risk assessment process, the following practices shall apply:

Prior to approving any project, JFF will:

- i. identify the risks of CAE or SEAH occurring in connection with the activity, and identify controls to reduce or remove these risks and ensure the safety and protection of children and community members
- ii. appropriately document this assessment
- iii. review this assessment as part of JFF's ongoing risk assessment management.

E. Monitoring Safeguarding Strategies on an Ongoing Basis

JFF recognises that effective child protection and prevention of SEAH is an ongoing process that requires constant attention, monitoring and training of relevant personnel involved in delivering JFF's programs.

JFF will continually review the implementation of strategies and measures designed to mitigate the risks of CAE and SEAH by:

- i. requiring that staff involved in the implementation of JFF activities provide regular reports on the strategies and measures in place to address these risks
- ii. ensuring that staff involved in the delivery of JFF activities receive ongoing training and familiarisation of the issues involved in relation to child protection and prevention of SEAH matters.

REPORTING OF CAE AND SEAH INCIDENTS

Reporting of alleged CAE or SEAH incidents should be made as soon as possible and within two days of the incident. Reporting should be made to the appropriate officer appointed by senior management or to the Chair of the appropriate Board.

Management and investigation of incidents

1. Any person who suspects that a CAE or SEAH incident has occurred must report it to the person's manager as soon as practicable.
2. If the person suspects that the manager is involved, then the report must be made to the senior executive.
3. A person who makes a report in good faith will not be penalised for doing so.
4. An objective and impartial investigation will be conducted into the report.
5. If the report is confirmed, then the Chair of the appropriate Board will seek legal advice on the steps to be taken, which may include notifying relevant authorities.
6. Disciplinary action could include dismissal or termination as a contractor or volunteer.

Individual level (staff and volunteers)

1. Staff and volunteers will be advised to immediately report concerns or allegations of CAE or SEAH in accordance with procedures as determined by the JFF Boards from time to time.
2. Any person to whom the Policy applies who is arrested for, or convicted of, criminal offences relating to sexual abuse, shall as soon as JFF becomes aware of same, be immediately suspended or removed from all projects, activities, or involvement with the work of JFF pending an investigation.

SAFEGUARDING CODE OF CONDUCT

All persons to whom the Safeguarding Policy applies (see above), when engaged in relevant JFF activities, shall sign, and abide by the **Safeguarding Code of Conduct**.

POLICY MANAGEMENT

This Policy will be

- reviewed annually
- translated into Bahasa Indonesia to ensure it is understood by key stakeholders

RELATED POLICIES AND GUIDELINES

- Cooperation Agreement between JFFA and JFFI
- JFF Code of Conduct
- Safeguarding Code of Conduct
- Complaints Policy
- Gender Equity Guidelines
- Policy & Guidelines for Visitors to Village Programs

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Accepted by JFFI Board
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