

Child Protection Policy

Dana Asia is dedicated to the protection, safety and wellbeing of children. Its policy is based on zero tolerance of any form of child abuse and exploitation, recognition of children's interest and sharing responsibility on child protection. Dana Asia is committed to protecting children in all interactions with staff, volunteers, partners, potential partners, clients, potential clients and contractors.

Dana Asia's staff members and those working with Dana Asia share a common responsibility and commitment to the awareness, prevention and reporting of and responding to child abuse in the course of their work.

Dana Asia's Child Protection Policy sets out common values, principles, and beliefs and describes the steps that will be taken to meet our commitment to protect children

Dana Asia adheres to the following definitions:

- According to the United Nations Convention on the Rights of the Child a child is a person under the age of 18 years.
- Child Abuse – an act that endangers a child's physical or emotional health or development. An act can be a single incident or incidents that take place over time. Child abuse can take the form of neglect or physical, sexual, emotional abuse towards a child.

Dana Asia's Child Protection Code of Conduct is detailed below:

- All children must be treated with respect regardless of race, colour, sex, language, religion, ethic or social origin, national, political or other opinion, disability, birth or other status.
- No inappropriate, harassing, abusive, sexually provocative, demeaning and cultural inappropriate language or behaviour is to be used towards and in the presence of children.
- Children under the age of 18 should not be engaged in any form of sexual activity.
- Adults should not work alone with children.
- Adults should not invite children to their homes, unless they are at immediate risk of injury or in physical danger.
- Adults should not sleep nearby unsupervised children, unless absolutely necessary, in which case they must obtain their supervisor's permission, and ensure that another adult is present if possible.
- Children should never be exposed to any form of pornography.
- Adults should 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.
- Physical punishment should not be used when dealing with children.
- Children should not be engaged in domestic or other labour that is inappropriate given their age or development stage, which interferes with their time available for education and recreational activities.
- Children should not be placed at significant risk of injury.
- All signatories of the Dana Asia Child Protection Agreement should comply with all relevant local legislation, including labour laws in relation to children.

- All concerns or allegations of child abuse and exploitation and policy non-compliance must be reported immediately according to internal procedures.

Use of children's images for work related purposes

- All staff must assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child.
- All staff must obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this they must explain how the photograph or film will be used.
- All staff must ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- All staff must ensure images are honest representations of the context and the facts.
- All staff must 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.

Dana Asia's Child Protection Policy is underpinned by the following:

- The United Nations Convention on the Rights of the Child
- The Universal Declaration of Human Rights
- The Australian Council for International Development Code of Conduct
- Singapore Ministry of Community, Development, Youth and Sports National Standards for the Protection of Children

Dana Asia's procedures to ensure the protection of children are:

- All Staff receive regular training on child protection issues and their obligations under this Policy.
- All staff will use common sense to avoid actions or behaviours that could be construed as child abuse and will report suspected cases of child abuse to Dana Asia when implementing development aid activities.
- Dana Asia's Child Protection Policy will be regularly reviewed and lessons learnt will be incorporated into subsequent versions.
- All Staff are trained in appropriate behaviour towards a child, such as:
 - Work in an open environment where children are involved
 - Be alert to child's responses to staff behaviour and actions
 - Be aware of differing cultural norms when dealing with children
 - Physical contact with children should only be made in a way that makes them feel comfortable
 - Consider age, developmental level and maturity when dealing with children
- All Staff are trained in the definitions of child abuse.
- All staff are trained to be alert for potential child abuse by staff, volunteers, partners, potential partners, clients, potential clients and contractors and are obliged to report any allegations or concerns to the Executive Director immediately. The Executive Director will:
 - Secure the safety of the child/children concerned
 - Investigate the allegations or concerns
 - Where required report the issue to local authorities and the relevant Police force.

- Determine if the Child Protection Policies have been breached and if so take disciplinary action against the offender.
- If a breach has been confirmed determine if the Child Protection Policy requires amendment.
- Dana Asia has robust recruitment screening processes for all personnel in contact with children, such as:
 - Criminal record checks before engagement
 - Verbal referee checks
 - Interview plans that incorporate behavioural-based interview questions
 - Not engage a person if it has been identified that they pose an unacceptable risk to children’s safety or well-being

All partners and potential partners must have a robust Child Protection Policy and processes to ensure adherence to the Policy.

All partners, potential partners, clients and potential clients must sign a Child Protection Agreement each time they participate in Dana Asia Philanthropic Tours or Project Site Visits.

All incidents and alleged incidents of child abuse will be confidential and handled with sensitivity. All documentation related to an incident or alleged incident will be stored securely at all times.

Child Protection Policy Declaration

I, _____ acknowledge that I have read and understand the Dana Asia Child Protection Policy.

I agree to comply with the Dana Asia Child Protection Policy in full as contained in this document.

Name

Position

Signature

Date