



**Partners in Aid**

AUSTRALIA

## PEOPLE SAFEGUARDING (HUMAN RESOURCES) POLICY

Version	Date	Distribution
Version 1	April 2021	Board and all Committee Members
Version 2	Feb 2022	Board and Project Committee Members

### 1. BACKGROUND

- 1.1 Partners in Aid recognises that the reputation of Partners in Aid and the international development sector relies on the upholding and promoting of high standards of professional conduct, as is reflected in Partners in Aid's Code of Conduct. This is required of all those who represent Partners in Aid, including Board Directors, Subcommittee members, Special Advisors, volunteers and any other representative appointed by Partners in Aid from time to time (hereafter referred to as representatives).
- 1.2 Representatives of Partners in Aid and of Partner Organizations involved in a project funded by Partners in Aid have an individual and collective responsibility to respect the rights of others and to avoid being involved in or encourage inappropriate or unlawful behaviour.
- 1.3 Partners in Aid expects representatives of Partners in Aid, and of Partner Organizations involved in projects funded by Partners in Aid, to comply with this policy and to report any safeguarding concerns to the Chair or Secretary of Partners in Aid, or to the director of the Partner Organization, in accordance with the Safeguarding Concern Reporting Process set out at Annex 1.
- 1.4 Partners in Aid will treat all allegations of misconduct seriously and respond promptly and confidentially. Any process of investigation or further action will be taken in accordance with the wishes of the complainant/survivor.
- 1.5 Any representatives of Partners in Aid, or representatives of Partner Organizations involved in a project funded by Partners in Aid, found to have breached this People Safeguarding Policy may have their association with Partners in Aid terminated or, if appropriate, may be reported to the relevant authorities in Australia or abroad in accordance with the wishes of the victim/survivor.

### 2. PURPOSE

- 2.1 The organizational values of Partners in Aid include dignity and respect for all. Accordingly, Partners in Aid is committed to ensuring that its activities are implemented in a safe and productive environment which prevents harm and avoids negative impacts on the health, safety and well-being of all people, particularly children, vulnerable people and disadvantaged groups.

- 2.2 Partners in Aid has a zero-tolerance approach to inaction in response to either adult or child sexual exploitation, abuse or harassment or any other allegations of misconduct.
- 2.3 Partners in Aid recognises the importance of appropriate professional conduct in protecting people and reputation and creating harmonious and productive operations and projects.

### 3. SCOPE

- 3.1 This Policy lays out the guiding principles and commitments of Partners in Aid and applies to all representatives, Partner Organizations, and visitors to Partners in Aid or our projects. It is guided by and follows the Partners in Aid Code of Conduct, DFAT's Child Protection Policy and Preventing Sexual Exploitation, Abuse and Harassment Policy and the ACNC's External Conduct Standard 4: Protection of Vulnerable Individuals.
- 3.2 It complements the Child Safeguarding Policy, which is specific to the safeguarding of children, the Prevention of Sexual Exploitation, Abuse and Harassment Policy, and the Gender Equity and Diversity Policy.
- 3.3 Events that are run by Partners in Aid are also covered by this Policy and are subject to assessment and action depending on the risk assessment.
- 3.4 Financial safeguards are covered in Partners in Aids Financial Wrongdoing Policy

### 4. DEFINITIONS

**Abuse** occurs when an individual or individuals hurts an adult or child, either physically or mentally. abuse can be intentional or unintentional and includes discriminatory abuse, emotional / psychological abuse, exploitation (including transactional sex), financial or material abuse, neglect, organisational abuse, and physical and sexual abuse.

**Bullying** means repeated behaviour towards a person or group of people which humiliates, offends, and intimidates or threatens a person or group of people and that a reasonable person would have anticipated would humiliate, offend, intimidate or threaten someone.

**Discriminatory Abuse** means repeated, ongoing or widespread discrimination due to a person's age, sex, gender, disability, racial heritage, religious belief, sexual orientation, appearance or cultural background, marriage or civil partnership, pregnancy, and maternity. This can include unfair or less favourable treatment, sexual or gender preference, slurs, harassment, name-calling, breaches of civil liberties, and unequal access to health or social care.

**Emotional/Psychological Abuse** means the emotional ill-treatment of a person that adversely affects their wellbeing or development. It includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support networks.

**Exploitation** means behaviour exploiting children or adults by seeking out those who are in vulnerable circumstances to use them for the user's own purpose, activity or gratification. This could be financial, commercial, sexual or related to extremism and terrorism. Exploitation involves a process of grooming; when someone builds an emotional connection with a child or adult to gain their trust for the purpose of exploitation. They may also manipulate their environment, so they become isolated from those who could help or support them.

**Financial or Material Abuse** means theft or misuse of a person's property or assets. This includes money being withdrawn or stolen, goods or services purchased in someone's name without their consent, being deliberately overcharged for goods or services, misappropriation of property, possessions or benefits, or money being borrowed by someone who is providing a

service to the vulnerable person.

**Harassment** means any behaviour that is unwelcome, uninvited, or unreciprocated and which a reasonable person, having regard to all circumstances, would anticipate as being offensive, humiliating or intimidating.

**Harm** means any undue psychological or physical infringement of an individual's rights and includes abuse, bullying, exploitation, harassment, unlawful discrimination, victimisation and vilification.

**Neglect** means the continuing failure to prevent harm that damages or impairs health and/or development by not meeting a person's basic physical and/or psychological needs. This includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, withholding medication, inadequate hygiene, nutrition, housing or heating, or preventing someone from interacting with others. Professional judgement is needed to decide whether the experience of neglect is intentional or due to material deprivation and should be based on the severity of the neglect and how the individual is being treated relative to their peers in the community and wider cultural norms.

**Organisational Abuse** means the mistreatment, abuse or neglect of children or adults by an organisation or its personnel. It can take place within settings and services that children or adults live in or use, and it violates their dignity, resulting in a lack of respect for their human rights. It can take the form of an organisation failing to respond to incidents of poor practice brought to its attention.

**Physical Abuse** means deliberate injury to a person, however slight. This may involve hitting, shaking, throwing, poisoning, biting, burning or scalding, drowning, suffocating or otherwise causing or attempting to cause physical harm to a person.

**Safeguarding** means actions, policies and procedures that create and maintain protective environments to promote and protect people's health, wellbeing, and human rights, and enabling them to live free from harm including exploitation and abuse. A safeguarding approach means minimising the risk of harm to children and adults arising from our projects and includes responding appropriately to any safeguarding concerns about children and adults within communities in which we work.

**Safeguarding Concern** arises when someone is worried about harm to or the safety or well-being of a child or adult or themselves because of something seen, heard or experienced, or information that has been given to them. A safeguarding concern can involve someone from Partners in Aid, or from another organisation, endangering the safety or wellbeing of others, for example, by not following the Safeguarding Code of Conduct or otherwise breaching this Policy.

**Sexual Abuse** means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions (UN Secretary-General's Bulletin: Special measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13)). It is the involvement of a person in sexual activities which they do not want or truly understand, or to which they are unable to give valid or effective consent.

**Sexual Exploitation** means 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 (UN Secretary-General's Bulletin: Special measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13)). It is a type of abuse in which children or adults are sexually exploited for money, power, or status.

**Sexual Harassment** means unwanted physical, verbal, or non-verbal conduct of a sexual nature that can include indecent remarks or sexual demands, 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. Sexual harassment can be obvious or indirect, physical, or verbal, repeated or one-off and perpetrated by any person of any gender towards any person of any gender. Sexual harassment can be perpetrated against beneficiaries, community members, citizens, as well as personnel.

Examples of conduct which may be sexual harassment include, but are not limited to:

- (a) lewd comments or jokes.
- (b) staring or leering.
- (c) boasting about sexual performance or discussion about sexual behaviour.
- (d) unwanted and persistent physical contact including uninvited kisses, touching or embraces.
- (e) displays of sexually graphic material including posters, pictures, calendars, magazines, videos, etc.
- (f) unwelcome sexual advances including repeated invitations to go out after prior refusal.
- (g) behaviour which would also be considered an offence under criminal law including assault, indecent exposure, sexual or indecent assault.
- (h) stalking or obscene communications.
- (i) sexually explicit or offensive conversations including phone calls, letters and e-mails or any kind of electronic communication questioning about a person's private life.

**Unlawful Discrimination** means treating a person or group of people less favourably than another person or group. Discrimination is unlawful when a person is treated less favourably for one of a variety of grounds set out in the relevant legislation. These vary by jurisdiction, but include:

- (a) sex, marital status, pregnancy, or family responsibilities,
- (b) sexual orientation,
- (c) race, colour, descent, nationality, national origin, ethnicity or religion,
- (d) disability or impairment,
- (e) gender identity including transgender,
- (f) age,
- (g) political belief or activity,
- (h) trade union membership or union or industrial activity, or
- (i) responsibilities as a carer.

## 5. GUIDING PRINCIPLES

5.1 The guiding principles of this policy that underpin all of Partners in Aid's Safeguarding functions, actions and decisions regarding both children and adults are as follows:

- (a) **Gender equality** – Partners in Aid recognises that the inherent gender-based power imbalances that organisational structure can perpetuate can cause unintended harm to vulnerable people in our communities. Partners in Aid's commitment to gender equality will inform all aspects of our work on safeguarding, including this policy.
- (b) **Accountability and transparency** – Partners in Aid will be accountable and transparent in all aspects of safeguarding and respond actively and appropriately to any safeguarding concerns.
- (c) **Zero tolerance** – Partners in Aid will not ignore safeguarding concerns and will not tolerate inaction if concerns are raised.
- (d) **Shared responsibility** – safeguarding those vulnerable to sexual exploitation, abuse and harassment is equally the responsibility of Partners in Aid and Partner Organizations implementing projects funded by Partners in Aid.
- (e) **Victim/survivor centred** – Consistent with our commitment to upholding the commitments of the Partners in Aid Code of Conduct, Partners in Aid's approach to safeguarding is committed to taking an approach that always prioritises the needs and wishes of the victim/survivor.

## 6. COMMITMENTS UNDER THIS POLICY

Partners in Aid is committed to the following.

### 6.1 Culture

- 6.1.1 Create a culture that supports safeguarding and the provision of a safe and inclusive workplace where all are treated with dignity, courtesy and respect, and where harm is prevented and people protected.

### 6.2 Empowerment

- 6.2.1 Actively promote awareness of this policy and clearly communicate its approach to representatives, partners, visitors.
- 6.2.2 Ensure all representatives of Partners in Aid and partner personnel fully understand safeguarding and this policy as appropriate to their role in the organisation.
- 6.2.3 Collecting and using images and personal information in a way that ensure privacy and safeguarding of people.
- 6.2.4 Ensure Safeguarding Concern response is survivor-centred with a 'do no harm' focus.

### 6.3 Prevention

- 6.3.1 Ensure safeguarding is embedded in our recruitment and Human Resources policies and processes.
- 6.3.2 Design and undertake our work in a way that protects people from the risk of harm.

### 6.4 Partnership

- 6.4.1 We commit to working collaboratively with partners to ensure a shared understanding of expected behaviours.

### 6.5 Accountability

- 6.5.1 Promote Partners in Aid's commitment to safeguarding to internal and external stakeholders.
- 6.5.2 Provide a safe, effective, accessible, and openly promoted process for raising and addressing safeguarding concerns.
- 6.5.3 Treat all safeguarding concerns in a professional, sensitive, timely and confidential manner that incorporates procedural fairness and take immediate and appropriate action in consistent with the wishes and welfare of the victim/survivor.
- 6.5.4 Ensure implementation of and compliance with this Policy is regularly reported to the Board.

## 7. RESPONSIBILITIES & ACCOUNTABILITIES

### 7.1 Board

The Board is responsible for:

- 7.1.1 promoting a culture of safeguarding in Partners in Aid,
- 7.1.2 providing governance guidance for Partners in Aid in relation to safeguarding,
- 7.1.3 ensuring that it is kept informed of any incidences and that reported safeguarding incidents are adequately addressed according to their mandate and responsibilities,
- 7.1.4 approving relevant policies.

### 7.2 Safeguarding Focal Point Person

Partners in Aid will appoint a Safeguarding Focal Point Person, who will be responsible for:

- 7.2.1 providing advice to the Board with respect to any internal or external questions arising in relation to safeguarding issues and provide appropriate onward referral to assist with the investigation, mediation, management or resolution/action of safeguarding issues on an as needed basis,
- 7.2.2 informing the Board of any risk to Partners in Aid regarding safeguarding,
- 7.2.3 providing advice and expertise to the Board on safeguarding issues including obligations and contemporary practice, and
- 7.2.3 providing advice to the Board in developing and planning the implementation and ongoing management of the Safeguarding People Policy including associated templates, tools, and resources.

### 7.3 Project Coordinators

Project Coordinators are responsible for:

- 7.3.1 ensuring all proposed development project activities and their implementation align with this policy, and
- 7.3.2 discussing with the CEO of an NGO implementing a project supported by Partners in Aid any safeguarding issue they might observe or that is brought to their notice,
- 7.3.3 reporting the details of the discussion to the Partners in Aid Board on return to Australia, and
- 7.3.4 ensuring the Partner Organization understand the existence of this policy

## 7.4 Directors

The Directors are responsible for:

- 7.4.1 promoting this policy to all Partners in Aid representatives (including volunteers and visitors), and to Partners Organization personnel,
- 7.4.2 ensuring procedures, practices, plans and operations align with this policy and that all relevant personnel are aware of, and understand, this policy and their responsibilities under it,
- 7.4.3 with the support of the Safeguarding Focal Point Person, identifying any safeguarding risks or concerns arising within Partners in Aid's activities and adopting appropriate mitigation strategies through the use of a safeguarding risk assessment. The Board will include risks and incidents on relevant registers and consult the secretary on issues identified.

## 7.5 All Partners in Aid Representatives and Partner Organizations

Partners Organizations and all Partners in Aid Representatives will:

- 7.5.1 sign and adhere to the principles and commitments under this Policy and any related procedures.
- 7.5.2 take all reasonable care to ensure that their actions or omissions are not in breach of this Policy, nor directly or indirectly encourage others to breach this Policy; and
- 7.5.3 report any safeguarding concerns by following the Safeguarding Concern Reporting Process.

## 8. IMPLEMENTATION AND MONITORING

- 8.1 Upon its effect, implementation of this Policy will commence, including any required updates to all related policies.
- 8.2 All Partners in Aid Board and Committee members will undergo a screening process that involves police checks, Working with Children Checks, Insolvency Checks and at least two verbal referee checks. All will be required to sign the attached Safeguarding Code of Conduct
- 8.3 This policy requires that a safeguarding risk assessment is conducted for all external events hosted by Partners in Aid, and that appropriate mitigation strategies are adopted for risks identified.
- 8.4 The Safeguarding Focal Point Person will coordinate a process to ensure Partners in Aid representatives receive training in the Prevention of Sexual Exploitation, Abuse and Harassment, and that this training is up-to-date.
- 8.5 The Board will monitor at each meeting any report of incidents regarding safeguarding and how they are being addressed.

## **9. Review**

This policy will be reviewed after three years.

## **10. Relevant Partners in Aid Policy Documents**

Partners in Aid Privacy Policy

Partners in Aid Fundraising Policy

Partners in Aid Child Safeguarding Policy and Code of Conduct

Partners in Aid Volunteer Policy

Partners in Aid Communications and Transparency Policy

Partners in Aid Social Media Policy

Partners in Aid Prevent Funding of Terrorist Groups Policy

Partners in Aid Prevention of Sexual Harassment, Abuse and Harassment Policy

## **ANNEXURE 1 - SAFEGUARDING CODE OF CONDUCT**

The Australian Council for International Development has zero tolerance to inaction and strongly condemns all forms of Harm to people, including Abuse, Bullying, Exploitation, Harassment, Unlawful Discrimination, Victimisation and Vilification, and categorically states that it is unacceptable in any circumstance. We are committed to ensuring a safe environment and culture for those with whom we come in contact during our work, projects and activities including children, vulnerable adults and all other people.

Failure to comply with the Safeguarding Code of Conduct may result in disciplinary action being taken in accordance with Partners in Aid Performance Management policies and procedures, as amended from time to time. Any illegal matters may be referred to the relevant authority.

I commit to abiding by the standards set out in this Code of Conduct which requires me to act as follows:

### **Culture**

1. Uphold a culture that supports Safeguarding of children and adults and the provision of a safe and inclusive workplace, projects, and fundraising activities where all are treated with dignity, courtesy and respect.
2. Be respectful of people's rights, background, culture, and beliefs and treat them equally regardless of gender, race, religious or political beliefs, age, physical or mental health, sexual orientation, family and social background and culture or economic status.
3. Safeguard people and Partners in Aid's reputation, interests, and resources.

### **Prevention**

4. Not cause any person Harm including by way of Abuse, Bullying, Exploitation, Harassment, Unlawful Discrimination, Victimisation or Vilification.
5. Treat individuals with respect.
6. Respect privacy and confidentiality of personal information so that dignity and safety is not compromised.
7. Refrain from using language that is inappropriate, harassing, abusive, sexually provocative, discriminatory, demeaning or culturally inappropriate.
8. Not accept, receive or give inappropriate benefits, gains or gifts.
9. Follow Partners in Aid's Safeguarding People Policy and any associated procedures.
10. Not commit any criminal acts and follow relevant local, state and national law relating to Safeguarding people, child protection and labour.
11. Not attend work while adversely affected by drugs or alcohol, including when driving a motor vehicle, and not smoke on Partners in Aid premises.

### **Empowerment**

12. Conduct myself in a manner consistent with my position as a representative of The Australian Council for International Development and as a positive role model including adhering to Partners in Aid's Values.
13. Use any computers, mobile phones, video cameras, cameras and social media appropriately and never to Harm people or children nor access exploitative material through any medium.
14. Refrain from photographing people or using their photographs including in project or promotional materials, social media or otherwise without their prior informed consent:
  - (a) Obtain informed and documented consent of the person/or the child and his/her parents or

guardians before photography/filming.

- (b) Provide an explanation on how the photograph/film will be used.
- (c) Ensure photographs, films, videos and DVDs present all people in a dignified and respectful manner and not as vulnerable or submissive. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- (d) Ensure images are honest representations of the context and facts.
- (e) 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.
- (f) Take care to ensure the local traditions or restrictions for reproducing personal images are adhered to before photographing or filming.

### **Protection**

- 15. Take all reasonable steps to protect children and adults from Harm.
- 16. Ensure my response to any Safeguarding Concern is survivor centred.

### Child Protection

- 17. In addition, ensure that in any dealing with children during the course of my work or visit, I:
  - (a) Do not hit, mistreat, or cause other Harm to children.
  - (b) Refrain from any sexual act or behaviour towards children, including using sexually suggestive language and paying for sexual services or acts.
  - (c) Wherever possible, ensure that another adult is present when working near children.
  - (d) Refrain from inappropriate physical contact or provocative behaviour with children including not to hold, kiss, cuddle or touch a child in an inappropriate or culturally insensitive way.
  - (e) Do not seek to make contact or spend time with any child outside the project times.
  - (f) Do not develop relationships with children that may be deemed exploitative or abusive.
  - (g) Avoid acting in ways that shame, humiliate, degrade or otherwise perpetrate any form of psychological harm against a child including the use of language that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
  - (h) Refrain from sleeping in the same room or bed as a child and do not invite unaccompanied children into my home/hotel or other private location, unless they are at immediate risk of injury or in physical danger.
  - (i) Refrain from developing relationships with children that could be deemed exploitative or abusive in any way (including using or supporting the use of child labour such as hiring children for domestic labour).
  - (j) Refrain from providing children with, or exposing them to, alcohol, tobacco, or illegal drugs.
  - (k) Not show favouritism to the exclusion of others including through the provision of gifts or inappropriate attention nor act in a way that shows unfair or differential treatment of children.

Nor will I encourage, support or condone the above conduct in others.

### **Partners**

- 18. Collaborate with our Partners to uphold a culture that supports Safeguarding and the provision of a safe and inclusive workplace, projects, and activities where all are treated with dignity, courtesy and respect.

**Accountability**

- 19. Confirm there are no charges, convictions or other outcomes of an offence that relate to Abuse, Exploitation, or any other Harm by me. If such confirmation cannot be provided, immediately disclose to Partners in Aid any such charges, convictions, or outcomes.
- 20. Immediately report any Safeguarding Concern including possible or actual breaches of this Safeguarding Code of Conduct, the Safeguarding People Policy, or the law by either myself, any Personnel, Partner, Representative or any other person to:
  - (a) the Safeguarding Focal Point at [safeguarding@acfid.asn.au](mailto:safeguarding@acfid.asn.au)  
within 24 hours

*I have read and understand the Safeguarding People Policy and this Code of Conduct and agree to abide by it at all times to protect the people I may come into contact with through my work for and/or association with Partners in Aid.*

**Signature:**

\_\_\_\_\_

**Name:**

\_\_\_\_\_

**Organisation:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

## ANNEXURE 2 – SAFEGUARDING CONCERN REPORTING PROCESS AND FORM

### Part A – Safeguarding Concern Reporting Process

1. In all situations first make sure the child or adult is safe. Arrange medical attention as needed.
2. Any Personnel or Representatives of Partners in Aid that become aware of or suspect Harm to a child or adult within the activities of Partners in Aid or otherwise while at work must immediately notify Partners in Aid's Business Director. We will take a survivor-centred approach.
3. Part B sets out the Safeguarding Concern Reporting Form. Partners and visitors must notify either the Business Director directly or their partner relationship manager at Partners in Aid.
4. The Business Director will notify the CEO immediately.
5. If the concern or allegation relates to activities receiving institutional funding, the CEO will inform the institutional Donor. **For DFAT this is within 48 hours depending on the nature of the Safeguarding Concern. If the issue includes the use of DFAT funds, the process set out on DFAT's PSEAH webpage should be followed. Reports of sexual exploitation, abuse and harassment or concerns about the welfare of a vulnerable person should be notified to [seah.reports@dfat.gov.au](mailto:seah.reports@dfat.gov.au) using the SEAH Incident Notification Form. Reporting procedures are detailed in the PSEAH Policy (<https://www.dfat.gov.au/sites/default/files/pseah-policy.pdf>)**
6. The Business Director and CEO, in consultation with the safeguarding focal point, will jointly consider the nature of the incident, and decide on the next steps, including any further action needed to ensure the safety and wellbeing of the child or adult and their wishes, and calling in advice from relevant staff members if required (for example, for business related allegations this may include the relevant Director. Next step action may involve an investigation lead by Partners in Aid's Director Business & Corporate Partnerships, the internal auditor or an external expert depending on the nature of the Safeguarding Concern).
7. The Management Team will support the Business Director to ensure that relevant laws are followed in relation to investigation, reporting and sanctions including that if the alleged incident is a breach of law the Business Director will report it to the relevant authorities (unless reporting poses a significant risk to survivors, is against their wishes or raises another risk of material concern). For example, in Australia this would be by the Business Director to the Australian Federal Police.
8. The Business Director will inform the relevant stakeholders of the result of the investigation. This will be undertaken consistent with the wishes and welfare of the victim/survivor/complainant as appropriate.
9. The CEO will keep the institutional Donor (in most cases DFAT) apprised of developments as appropriate.
10. The Business Director will ensure that the fact a Safeguarding Concern has been raised is included in the Safeguarding register and the incident section of the quarterly Risk Report presented to Board.
11. If any allegations are made suggesting that Partners in Aid itself as an organisation has committed an offence under any laws, then the Business Director must refer the allegation to the CEO and/or the Board as appropriate in the circumstances.

## Part B - PIA Safeguarding Concern Reporting Form

### ALL INFORMATION IN THIS FORM WILL BE TREATED CONFIDENTIALLY

Personnel, Representatives and Partners must report any behaviour that is suspected of causing Harm and any instances of Policy non-compliance. You can lodge this form at [safeguarding@acfid.asn.au](mailto:safeguarding@acfid.asn.au)

#### Information about you

Name

Position in Partners in Aid or relation to Partners in Aid

Telephone

Mobile

E-mail

Date

#### Information about the child or adult victim (if more than one person was affected, please include all)

Name

Male  Female

Age

Current location of the victim

(include who the person lives with if applicable)

Any additional information about the victim, such as injuries, disability, general impressions.

What actions have been taken to ensure the victim's safety at present?

#### Information on the suspected Harm

What happened?

When did it take place (date and time)?

Where did it take place?

In which Partners in Aid project/program?

Were there witnesses? If yes –who are they and how can they be contacted?

How did you become aware of this

Safeguarding Concern?

Who else has been informed about this

Safeguarding Concern?

#### If applicable: Information about the suspected perpetrator/person(s) involved

Name

Male  Female

Suspected perpetrator's relationship with victim

Suspected perpetrator's relation with Partners in Aid

Is the suspected perpetrator Australian or living in Australia

Yes  No  Don't know

Current location

Contact details

---

**REPORTING AND RESOLUTION:**

1. If you are being harassed, notice that someone else is being harassed (active bystander principle), or have any other concerns, find an Partners in Aid staff member or volunteer. They will assist you. They will help participants contact appropriate event security or police, provide escorts, or otherwise assist those experiencing harassment and will help them to feel safe for the duration of the event.
2. If you have been harassed via email or social media, you may send emails or screenshots to [safeguarding@acfid.asn.au](mailto:safeguarding@acfid.asn.au)
3. Anyone engaging in harassing behaviour will be asked to cease immediately or face expulsion or other sanctions.
4. Where the accused is associated with an Partners in Aid member, Partners in Aid will report to the relevant member organisation, and support the victim in making informal or formal complaints via

that members' organisation's processes. Otherwise, Partners in Aid will follow our own Safeguarding People Policy – ([link to website here](#))

5. If an incident results in corrective action, then Partners in Aid will support those harmed by the incident, both publicly (where appropriate) and privately.

Partners in Aid is keen to learn from and improve our processes on an ongoing basis. If anyone encounters problems or issues attempting to help a victim of harassment while following our Safeguarding People Policy and protocol, please contact Partners in Aid at [safeguarding@acfid.asn.au](mailto:safeguarding@acfid.asn.au) to provide feedback.

## 9 Relevant Partners in Aid Policies

Partners in Aid Risk Management Policy and Framework

Partners in Aid Child Safeguarding Policy and Code of Conduct

Partners in Aid Code of Conduct

Partners in Aid Privacy Policy

Partners in Aid Volunteer Policy

Partners in Aid Human Resource and Prevention of Sexual Exploitation, Abuse and Harassment Policy,

Partners in Aid Financial Wrongdoing Policy

Partners in Aid Complaints and Whistleblowing Policy

## 6. References

Partners in Aid Code of Conduct <http://www.acfid.asn.au/code-of-conduct/files/>

Volunteering Australia Model Code of Practice <http://volunteeringaustralia.org/wpcontent/uploads/VA-Model-Code-June-2005.pdf>

So They Can Help Sexual Harassment and Bullying Policy