TETRA TECH
International Development





Reporting channels

Non-anonymous reporting

Speak to your supervisor
Program safeguarding
focal point

Email
child.protection@tetratech.com

Call the COZ Safeguards
Hotline on
+61 8 8375 4433
or via Microsoft teams
'COZ Safeguards Hotline'

Anonymous reporting

Make an anonymous report
through the complaints
and reporting page on
Tetra Tech's website

Post to
Ground floor,
422 King William Street
Adelaide, SA, 5000

Tetra Tech International Development

Child Protection Policy

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Foreword from our Managing Director, International Development Indo-Pacific



Tetra Tech's international development practice has been operating in the Asia Pacific for more than 40 years. We're a comprehensive implementing partner for both governments and the private sector, drawing on our global network of development professionals working on projects all over the world.

Our clients, including the Australian, UK and US governments, recognise our ability to build strong relationships, working closely with in-country partners and local stakeholders, to manage projects flexibly and to cost-effectively deliver sustainable outcomes, furthering the diplomatic priorities of our clients at the same time.

Our partners' priorities are at the core of our operations and as experts in development, our own corporate ethos is centered around acting with integrity and the highest ethical standards. This includes the protection of children and vulnerable people, worldwide.

In the delivery of our projects and all aspects of our operations, Tetra Tech is committed to proactively protecting children from abuse. We have always maintained a zero-tolerance approach to all forms of child exploitation and abuse. Each and every one of our staff, particularly those working in the region, undergo comprehensive criminal record checks. Our Child Protection policy raises awareness but also provides a framework and tools that aims to create a culture where all our operations, activities and planning considers the risks to children both at home and in developing countries.

Tetra Tech will never knowingly permit a person to work with children if they pose an unacceptable risk to their safety or well-being. We not only work to eliminate instances of child abuse and child exploitation but we also seek to actively protect children who are in involved with our projects.

Tetra Tech staff often operate in environments where there are many vulnerable people. From people experiencing poverty, unemployment to those isolated and lacking access to services. We also acknowledge children with disabilities and children living in areas impacted by natural disasters, post conflict and violence are particularly vulnerable. The nature of our work brings us in close contact with communities and individuals who could be preyed upon by those wishing exploit unequal power relationships. The human tragedy behind child abuse and exploitation, including child sex offences cannot be understated. As such, it is a fundamental moral imperative of all Tetra Tech International Development staff to be diligent in their adherence to this Child Protection Policy.



Amy Gildea
Managing Director, Indo-Pacific
Tetra Tech International Development

DFAT Policies



DFAT Child Protection Policy



DFAT Taking Photographs of Children



DFAT Child Incident Notification Form



DFAT Child Protection Guidance Note
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DFAT Child Protection Guidance Note
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DFAT Child Protection Guidance Note
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DFAT Child Protection Guidance Note
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DFAT Child Protection Guidance Note
Health Activities



DFAT Child Protection Guidance Note
Infrastructure Activities



DFAT Child Protection Guidance Note
Monitoring & Evaluation



DFAT Child Protection Guidance Note
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DFAT Child Protection Guidance Note
Recruitment and Screening



DFAT Child Protection Guidance Note
Reporting and Notifications



DFAT Child Protection Guidance Note
Violence Against Women Programs



DFAT Child Protection Guidance Note
Women's Economic Empowerment

Glossary of terms as per the DFAT Child Protection Policy

Abuse	Physical abuse—the use of physical force against a child that results in harm to the child. Physically abusive behaviour includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning. Neglect—the failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing. Emotional abuse—refers to a parent or caregiver's inappropriate verbal or symbolic acts toward a child, or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability. Such acts have a high probability of damaging a child's self-esteem or social competence. Sexual abuse—the use of a child for sexual gratification by an adult or significantly older child or adolescent. Sexually abusive behaviours can include fondling genitals; masturbation; oral sex; vaginal or anal penetration by a penis, finger or any other object; fondling breasts; voyeurism; exhibitionism; and exposing the child to, or involving the child in, pornography.[1] Ill-treatment—disciplining or correcting a child in an unreasonable and seriously inappropriate or improper manner; making excessive and/or degrading demands of a child; hostile use of force towards a child; and/or a pattern of hostile or unreasonable and seriously inappropriate degrading comments or behaviour towards a child. Note: the above includes a child or children being present (hearing or seeing) while a parent or sibling is subjected to any of the above.
Awardee	Awardee includes recipients of an Australia Awards Scholarship or Fellowship.
Behavioural-based interview questions	Interview questions that probe the applicant's past behaviour in specific situations relevant to the position. Behavioural-based questions give interviewers additional information about the applicant's suitability to work with children.
Changes in circumstances	Personnel should report the following changes in circumstances to management: • Involvement in criminal activity • Disciplinary procedures and criminal or civil court proceedings relating to child exploitation and abuse.
Child or children	In accordance with the United Nations Convention on the Rights of the Child, 'child' means every human being under the age of 18 unless under the law applicable to the child, majority is attained earlier. For the purposes of this policy, DFAT considers a child to be a person under the age of 18 years.
Child abuse material	Material that depicts (expressly or implicitly) a child under 18 years of age as a victim of torture, cruelty or physical abuse.
Child exploitation	One or more of the following: • committing or coercing another person to commit an act or acts of abuse against a child • possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material • committing or coercing another person to commit an act or acts of grooming or online grooming using a minor for profit, labour, sexual gratification, or some other personal or financial advantage.
Child exploitation material	Material, irrespective of its form, which is classified as child abuse material or child pornography material.
Child pornography	In accordance with the Optional Protocol to the Convention on the Rights of the Child, 'child pornography' means 'any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.' For further information about child pornography offences, refer to the Criminal Code Act 1995.
Child pornography material	Material that depicts a person, or is a representation of a person, who is, or appears to be, under 18 years of age and is engaged in, or appears to be engaged in, a sexual pose or sexual activity, or is in the presence of a person who is engaged in, or appears to be engaged in, a sexual pose or activity, and does this in a way that a reasonable person would regard as being, in all the circumstances, offensive.[2]
Child protection	An activity or initiative designed to protect children from any form of harm, particularly that arising from child exploitation and abuse.

1 Fact Sheet No. 12 What is child abuse and neglect? National Children's Clearinghouse, Australian Institute of Family Studies.

2 This definition has been extracted from the Criminal Code Act 1995. See Part 10.6 of the criminal code for the full definition.

Child protection policy	A statement of intent that demonstrates a commitment to safeguard children from harm and makes clear to all what is required in relation to the protection of children. It helps to create a safe and positive environment for children and to show that the organisation is taking its duty and responsibility of care seriously.
Child safeguarding	The broad obligation on staff and partners to ensure that the design and delivery of DFAT programs and organisational operations do not expose children to adverse impacts, including the risk of abuse and exploitation, and that any concerns about children's safety within the communities where they work are appropriately reported.
Contact with children	Working on an activity or in a position that involves or may involve contact with children, either under the position description or due to the nature of the work environment (also see Working with children definition).
Contractor	The individuals engaged to perform specific services under a contract and includes: a) specified personnel nominated in a head agreement with an intermediary company (the contractor) to which payment is made; or b) if the person performing the service is the service provider, he/she is an individual contractor.
Criminal record check	A check of an individual's criminal history record. In Australia, national criminal record checks are available through state and territory police departments. They take around 20 working days. The type of employment should be specified as 'overseas employment'. Overseas, different checking procedures apply in each country and may take six weeks or longer. Individuals need to consent to a criminal record check and should be informed of the purpose for which the resulting police clearance certificate will be used, including sighting by DFAT.
DFAT-funded partner	Includes an individual or organisation that receives DFAT administered funding, as well as other contract arrangements funded by DFAT, including any partners engaged through the lead partner with whom DFAT has the legal agreement. For the purposes of this poiicy, a DFAT-funded partner has direct support and funding and may have been named in a project design document.
DFAT staff	People employed by DFAT on a permanent, contract or temporary basis in Australia or overseas.
Grooming	Generally, refers to behaviour that makes it easier for an offender to procure a child for sexual activity. For example, an offender might build a relationship of trust with the child, and then seek to sexualise that relationship (for example by encouraging romantic feelings, or exposing the child to sexual concepts through pornography).
Harm	Any detrimental effect on a child's physical, psychological or emotional wellbeing. Harm may be caused by financial, physical or emotional abuse, neglect, and/or sexual abuse or exploitation whether intended or unintended.
Impact	The overall long-term effect produced by an investment. This includes positive and negative changes produced by an investment (directly or indirectly, intended or unintended).
Individual contractor	See Contractor.
Informed consent	Informed consent means consent given with full knowledge of the risks involved, probable consequences, and the alternatives. In our work it also involves providing information where the parent or guardian understands the implications, purpose and potential uses of images or film.
Online grooming	The act of sending an electronic message to a child, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender; or of sending an electronic message with indecent content to a recipient who the sender believes to be a child.
Personnel	Personnel are either employed by an organisation, engaged by an organisation on a subcontract basis, or engaged by an organisation on a voluntary or unpaid basis. Personnel can include paid staff, volunteers, interns, trustees, board members.
Police clearance certificate	The certificate showing the results of a criminal record check, which is issued by the police or other authority responsible for conducting such checks.
Policy non-compliance	The failure to abide by DFAT's policy.
Statutory Declaration	A written statement which you sign and declare to be true before an authorised witness.
Unacceptable risk	The portion of identified risk that cannot be tolerated, and that must be either eliminated or controlled. For people deemed an unacceptable risk, control mechanisms are not considered appropriate.
Working with children	Working with children means being engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes volunteering or other unpaid works.



Introduction

1 Introduction

This document describes the operation of the Child Protection Policy for all staff working for Tetra Tech International Development in the Asia Pacific region.

The policy is principles-based, articulates Tetra Tech's zero tolerance of child exploitation and abuse, and includes expectations of our staff and funded partners in the management of child protection risks and appropriate responses.

Tetra Tech International Development has a zero tolerance approach towards child abuse and child exploitation aligned with DFAT's own Child Protection Policy.

This means:

1. Recognising the shared responsibility of all adults to prevent child exploitation and abuse
2. Adopting the Australian standards for organisations that work with children
3. Acknowledging our role in protecting children and the need to have procedures to enable us to do so
4. The policy is principles-based and includes corporate expectations of our staff in the management of child protection risks
5. Tetra Tech staff and our funded partners must report any suspected or alleged case of child exploitation, abuse or policy non-compliance by anyone within scope of this policy in connection with official duties or business immediately.

A project must adopt an integrated and proactive approach to issues of child protection including risk management and prevention of child abuse offences. This can be achieved by adopting child-safe principles and embedding these into systems and processes, including by encouraging immediate reporting of suspected or alleged cases of child exploitation, abuse or policy non-compliance.

This policy will strengthen Tetra Tech International Development's robust internal control systems and our well-documented and defined management practices, including regular reviews of internal controls to ensure that they are current, relevant and being applied appropriately. All documents relating to DFAT and Tetra Tech International Development's Child Protection Policy are filed on the Quality Management system and available to staff at all times.

Senior management at Tetra Tech International Development strongly support and are committed to ensuring our organisation is a child-safe organisation, committed to principles and practices that prevent child exploitation, child abuse, child pornography, and ensures we respond decisively and appropriately to any reported issues.

1.1 Purpose of this document

The purpose of this document is to:

- highlight the importance of child protection issues with all managers who have a responsibility for business operations, and project, program and/or facility management where the risk of incidence is the greatest
- raise awareness of the importance of child protection within Tetra Tech International Development
- outline practical steps we can take to ensure child protection is pro-actively managed
- ensure the standards and guidelines set in DFAT's Child Protection Policy are upheld and appropriately integrated into our Tetra Tech systems and processes.
- provide direction and assistance to Tetra Tech staff to address the risk of child exploitation.

This document should be read and implemented in conjunction with the Project Operations Manual and Business Development procedures. The procedures outlined in the Project Operations Manual and this document must be followed at all times. New team members are required to read and familiarise themselves with this document as part of their induction and read and sign the Tetra Tech Child Protection Code of Conduct.

The current DFAT Child Protection Policy can be located on the DFAT website.

1.2 Scope of this Policy

This policy applies to all Tetra Tech staff, including corporate staff, project staff, sub-contractors, consultants, volunteers and interns.

This policy also applies to all DFAT-funded partners that receive DFAT funding including:

- contractors
- consultants, advisers and contracted individuals

non-government organisation, (NGO), civil society organistation, (CSO) and contractor organisations and their personnel

downstream partners or organisations who are subcontracted by DFAT-funded NGOs, CSOs, consultants, contractors, advisers and their respective personnel

Australian volunteer program participants and host organisations

- recipients and awardees under the Australia Awards Scholarships and Fellowships program
- DFAT grant recipients, including under the Australian NGO Cooperation Program (ANCP), Direct Aid Program (DAP) and public diplomacy programs.

Please note: *multilateral organisations and bilateral donor partners funded by DFAT are expected to act in accordance with the policy principles outlined in this document. They must also abide by their own relevant policies, international declarations, conventions, agreements and domestic legal frameworks which seek to protect children.*



Policy principles and risk-based approach

2 Policy principles[3]

Principle 1: Zero-tolerance of child exploitation and abuse

Tetra Tech has a zero-tolerance approach to child exploitation and abuse. Child exploitation and abuse will attract criminal, civil and disciplinary sanctions.

Tetra Tech will not knowingly engage—directly or indirectly—anyone who poses a risk to children.

Tetra Tech works to minimise the risks of child exploitation and abuse associated with our functions and programs and trains staff and partners on their obligations under this policy. Where a suspicion is raised on child protection or a breach of this policy, a report must be made.

Principle 2: Assess and manage child protection risk and impact

While it is not possible to eliminate all risks of child exploitation and abuse, careful management can identify, mitigate, manage and reduce the risks to children that may be associated with our functions and programs.

Principle 3: Sharing responsibility for child protection

To effectively manage risks to children, Tetra Tech requires the commitment, support and cooperation of our partner organisations and individuals who help to deliver programs administered.

Whilst it is important that everyone takes responsibility for child protection it is also important that management are informed of any reports or breaches. Further guidance can be provided and final assessments will be noted and centralised.

Principle 4: Procedural fairness

When responding to concerns or allegations of child exploitation and abuse, Tetra Tech will apply procedural fairness when making decisions that affect a person's rights or interests.

Principle 5: Recognition of the best interests of the child

Australia is a signatory to the United Nations Convention on the Rights of the Child. Tetra Tech is committed to upholding the rights of the child and Australia's obligations under this convention. In all actions concerning children, the best interests of the child shall be a primary consideration.

3 Risk-based approach

Risk management is an integral part of good management practice. Tetra Tech integrates assessment of risks into its business management practices.

Tetra Tech has established management and administrative procedures, which emphasise transparency and accountability and provide a framework that will assist in the prevention of child abuse and associated behaviour that contravenes our Tetra Tech Child Protection Code of Conduct and may indicate child abuse is likely to have occurred or will occur.

The responsibility for reinforcement and implementation of this policy is with contractor representatives, managers and project managers.

3.1 Establishing the child protection risk context

The application of child protection requires taking three steps and asking questions regarding the program, project or activity proposed to be undertaken.

The assessment of risk is a shared responsibility across the organisation and will intersect with each phase of our work, including program design, recruitment, business development, project mobilisation, project implementation, communications, reporting and evaluation.

Within each phase, the responsible manager or delegate is required to establish the risk context and the activities necessary to address any risk.

An overview is provided on the following page but it is recommended that staff conducting risk assessment apply the process at project and at activity level. For instance if a program or activity involves potential contact with children, impact on children, or working with children an assessment of child protection risk must be conducted prior to any work commencing.

[3] DFAT Child Protection Policy p.4.

Establishing the risk context

STEP 1

Does the activity involve working with children or contact with children?

Does the activity involve working with children or contact with children?

Part A: Incorporates an assessment of the level of working or contact with children at activity level:

- Inherent risk
- Degree of Isolation
- Online contact or access to personal details
- Vulnerability of child/children
- Degree of physical contact
- Degree of monopoly
- Degree of supervision
- Degree of trust
- Access to property
- Skills and knowledge required
- Child labour
- Vulnerability of parent/carer
- Vulnerability can include: physical and mental disabilities, homelessness, child sex workers or parents who are sex workers, children and families impacted by disasters, displaced, migrants, refugees and asylum seekers, children in contact with the law, children that have been subject to trafficking, orphans, unaccompanied minors and the very young.

Part B: Provides a rating for Activity Risk of:

- Low – Nil contact or likely contact and not involving individuals working in country.
- Moderate – Contact with children (this rating flags a potential contact and includes working in country, remote or rural areas).
- High – Working with children.

STEP 2

Is the organisation child-focused and what child protection controls are in place? Assesses the organisation

Is the organisation child-focused and what child protection controls are in place? Assesses the organisation.

Part A – Assesses the organisations focus on children and strength of systems as they relate to a child safe organisation and the following:

- Types of activities
- Business model/services provided by organisation
- Child protection policy and procedures.

Part B: Provides the organisational risk assessment with the following:

- Low – No focus
- Moderate – Organisation is child focused but has good child protection systems in place
- High – Organisation is child focused but has poor child protection systems in place.

STEP 3

Establishes the overall child protection risk context and directs further assessments and actions

Establishes the overall child protection risk context and directs further assessments and actions:

The four ratings provide the following outcomes:

- Low Risk – No further assessment
- Moderate Risk – Provides certain directions in relation to the Assessment and Application of Minimum child protection standards
- High Risk – Provides certain directions in relation to the Assessment and Application of Minimum child protection standards
- Very High Risk – Provides certain directions in relation to the Assessment and Application of Minimum child protection standards.

Training and additional tools will be developed regarding the application of this risk assessment, potential impact, and contact with children guidance note.



Tetra Tech Child Protection Code of Conduct Training and awareness-raising

4 Tetra Tech Child Protection Code of Conduct

Tetra Tech International Development's Child Protection Code of Conduct (see Annex 1) reflects the onus we place on ensuring child protection. Breaches may be grounds for instant dismissal and these provisions are also reflected in all of Tetra Tech International Development's employment contracts.

The Code of Conduct specifically addresses several issues relating to child protection, including:

- Individual behaviours
- Conducting risk assessments
- Recruitment and screening
- Photographing of children.

In addition, it should be noted that all Australia Awards courses including, Scholarships, Fellowships and Short Courses are prestigious international learning opportunities funded by the Australian Government. To ensure the highest standards of behaviour are maintained, DFAT requires awardees to sign Tetra Tech's Child Protection Code of Conduct (Annex 1) which gives effect to the Child Protection – Professional Behaviours as part of their agreement.[4]

The Tetra Tech Child Protection Code of Conduct will be reviewed regularly to ensure the standards set regarding child abuse and child pornography are both stringent and appropriate.

5 Training and awareness-raising

Tetra Tech International Development incorporates child protection training in inductions for staff including subcontractors and consultants, and periodic child protection awareness training will be conducted for Tetra Tech International Development's in-country project staff. These training and awareness-raising sessions will also be used as the base for monitoring the effectiveness of child protection policies in business operations. Attendance at training sessions will be recorded to ensure that all staff receive adequate training.

Awareness-raising exercises may include:

- Wide dissemination of this policy and any updated versions
- Wide dissemination of DFAT's Child Protection Policy (2018)
- Posters about child protection in local languages for locally engaged project staff
- Periodic reminders of child protection issues in communications such as Tetra Tech International Development newsletters and bulletins
- Pre-mobilisation training on child protection issues
- Periodic refresher courses on child protection issues.
- The Workplace Child Safe Policy, Statement of Commitment and Reporting Contact poster should be displayed prominently in all workplaces and is available on Tetra Tech's Project HR Sharepoint site.

Tetra Tech International Development is committed to pursuing a collaborative approach with stakeholders and staff to ensure child protection is a central consideration in its service delivery.

[4] DFAT Child Protection Policy January 2017

Communications

6 Communications

Tetra Tech International Development's zero-tolerance approach to child exploitation and/or abuse (including possession of child-exploitation material) extends to its communication systems. Tetra Tech International Development does not permit its communication systems to be used to communicate inappropriate material or discussions.

Inappropriate material and discussions about material, or discussions which would be deemed to be inappropriate by ordinary societal standards, or which would contravene the substance or spirit of this policy are unacceptable.

When images containing children are transmitted by Tetra Tech International Development's communication systems, file labels must not reveal identifying information about those children.

Appropriate use of communication systems is explicitly covered under the Child Protection Code of Conduct and guidance is found in the Visual Communications Informed Consent Form (see Annex 2).

6.1 Photography and images of children

There are many risks attached with publishing an image of an identifiable child, from the image being used by child abusers or disclosing whereabouts of a child involved in flight from an abusive parent and the lack of control over distribution online. As the welfare, safety and wellbeing of a child is paramount we will manage the risk that filming, photographing and distribution of images presents.

Tetra Tech will not publish identifiable images children unless it is necessary. Tetra Tech supports the Australian Government's Department of Foreign Affairs and Trade Child Protection Policy and has developed guidelines when taking images of children. In the work that we do on behalf of the Australian Government's aid program, Tetra Tech will photograph, film or publish identifiable images of children when it is necessary as part of the delivery and promotion of that work.

Tetra Tech's has produced an informed consent form (see Annex 2) in accordance with DFAT's own child protection and consent guidelines that helps Tetra Tech staff and subcontractors (such as photographers) understand the requirements when taking images of adults and children when necessary for the delivery and promotion of project work.

In general, the following child protection issues need to be considered when photographs/films are taken:

- Assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child.
- Obtain informed consent from the child and parent or guardian of the child before taking an identifiable image (photograph or film) of a child. An explanation of how the photograph or film will be used must be provided to those providing consent.
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be perceived as sexually suggestive.
- Ensure images are honest representations of the context and the facts.
- 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.
- Ensure that informed consent is provided, along with any images and video, to the Adelaide-based communications team so that they can be appropriately filed to ensure compliance with audit requirements.

Please note: *As per advice from DFAT Child Protection Policy 2018, a guardian does not include a teacher, principal or community leader.*

Recruitment

7 Recruitment

Tetra Tech International Development prides itself on its strong and comprehensive recruitment methodology.

Tetra Tech is committed to having robust recruitment screening processes especially where our people who may have access to children and vulnerable adults in developing countries. In many countries cultural and social norms, laws and law enforcement lack the capacity to protect children or other vulnerable communities and as such we have a responsibility to ensure we are not providing access to those who may be of a mind to exploit this.

Tetra Tech International Development recognises that there is more that can be done to improve these safeguards and is committed to ensuring no person is able to work with children if they pose an unacceptable risk to children's safety or wellbeing.

Selection criteria

Developing appropriate selection criteria is a valuable first step to reducing the risk of appointing someone who poses a child safety risk. It will also ensure that applicants have the specific knowledge and skills required for the position especially for those working directly with children.

Job advertisements and application forms

Job advertisements and application should include messages highlighting Tetra Tech's commitment to child protection and child safety and a link to the Tetra Tech Child Protection Policy and the Tetra Tech Child Protection Code of Conduct. This will include notification during the application process that applicants are required to undergo referee and criminal record checks.

Interviewing

Regardless of the substantive nature of any given position, the Tetra Tech International Development recruitment methodology recognises child protection issues as having a foundational level of importance. As such, targeted questions relevant to child protection are part of the standard reference checking process. In addition, when conducting interviews with prospective employees, behaviour-based questions should be asked of candidates. Behaviour-based questions should be asked and may include:

- Questions relating to providing examples of working safely with children
- How they feel about being supervised
- Motivations for wanting to work with the program
- Naming a time when their interpersonal skills were perceived a problem with other staff or subordinates.

Referee checks

Referees checks should involve attention to verification of the business or organisation, with preference for contact with a line supervisor and the process of contacting the referee through the organisation's switchboard.

The extent and nature of additional emphasis is proportional to the additional relevance and risks associated with the position. (The risk-based approach is covered in Section 3 of this policy however the following provides some guidance.)

Criminal record checks

In addition to obtaining two verbal referee checks, criminal record checks are required for all staff . These standard checks are considered a critical safeguard against offering candidates' positions in work environments inappropriate to their background. A Nationally Coordinated Criminal History Check (also known as a Police Check, Police Clearance, Criminal History Check) is conducted with informed consent to determine suitability for elevated positions of trust, access to children and vulnerable communities.

All candidates, including sub-contractors, will be informed when Tetra Tech International Development carries out criminal record checks as part of standard recruitment practice. This is fully detailed in our Project Recruitment, Selection and Appointment procedures. In particular please note extract below:

For successful candidates being mobilised to DFAT projects classified to be 'contact with children', police check/renewal will be required:

a) Upon offer of appointment*
b) New/Renewal/Extension of Head Contract*
c) To a maximum of three years
d) At any time after 12 months if reasonable doubt.

**Successful candidates who have completed a Police Check with the company in the preceding 12 months, do not require a new Police Check. If an adviser has completed a Police Check with another contractor in the preceding 12 months, it is sufficient to provide a copy of that Police Check Report to Tetra Tech International Development.*

What a criminal check may include

Australian criminal checks cover all states however each state has different rules regarding the extent of disclosure. For example, legislation may differ from state to state and can exclude convictions or court history that is of an historic nature (10 years for adults and five years for Children's Court matters). Generally, checks will list disclosable court outcomes and pending charges, a record of court convictions and finding of guilt.

The result of the check will either be:

No Disclosable Court Outcomes (NDCO) there is no Police History Information (PHI) that is held or that can be released

or

Disclosable Court Outcomes (DCO) where the Police History

Information may include:

- charges
- court convictions, including any penalty or sentence
- findings of guilt with no conviction
- court appearances
- good behaviour bonds or other court orders
- pending matters awaiting court hearing
- traffic history.

What a criminal check does not include

Whilst Australian criminal history checks offer a very high standard, (beyond reasonable doubt) other sources should be explored including enquiring with former employers, referees and others. Information relating to a prospective employee's workplace behaviour, response to management, workplace relationships and professional interactions is critical when deciding to offer employment.

Police Checks will not include a history of intervention or domestic violence restraining orders and are unlikely to reveal harassing, bullying or sexual harassing behaviours in the workplace.

The decision to disqualify a person from employment based on their history of behaviour or what has been revealed through behaviour-based questions is critical to protect our values-based organisation and to reduce the risk which may be posed to our work, partners and clients.

Behaviours raising concerns

It is important to interpret these disclosable court outcomes. Offences that relate to the harming children would disqualify a candidate but other disclosable court outcomes may raise questions for the person applying for a position. Convictions, findings of guilt or pending charges for dishonesty would raise serious doubts on the suitability of a candidate. Similarly, individuals whose history involved assaults, threats, harassment, stalking or sexual offending is not aligning with our principles and values and pose an unacceptable risk to our staff and partners.

Criminal record checks should also be obtained where an employee has had a change of circumstances and should be obtained for each country where a person has worked over the past five years and an individual's countries of citizenship. It should also be noted that police checks from other countries can be unreliable.

Review

A review of the recruitment and selection process should be conducted in every instance with specific attention to the risk of child safety. Any red flag behaviours or gaps in the process should be explored further.

Where a candidate is offered a position, the Tetra Tech International Development child protection standards are reinforced through this policy and the Code of Conduct. The Code of Conduct is a standard and integral component of every employment and subcontractor contract.

Every country where we operate has an allocated child protection officer located in each Embassy and High Commission. These officers can be used as an additional resource in determining suitability of applicants.

8 Subcontracting

Tetra Tech International Development recognises that as part of its duty to uphold child protection standards, it needs to pursue all reasonable efforts to ensure the personnel nominated in tenders as well as the companies with which it operates hold themselves to the same high standard.

Individual contractors who are in contact with children are required to sign Tetra Tech's Child Protection Code of Conduct (Annex 1) and ensure they comply with this during their employment.

Individual contractors must obtain a criminal record check before they are contracted. Those using DFAT funds to engage an organisations or individual subcontractors must ensure the organisations or individual subcontractor complies with the relevant child protection standards.

The Child Protection Policy applies to all DFAT-funded partners that receive DFAT funding including:

- Downstream partners or organisations subcontracted by DFAT-funded NGOs, CSOs, consultants, contractors or advisers and their personnel, and are required to follow the directions within the Child Protection Risk Context in the assessment and application of the DFAT minimum child protection standards, found within this policy in Annex 3
- Consultants, advisers and contracted individuals
- Non-government organisations (NGOs), civil society organisations (CSOs) and contractor organisations and their personnel
- Australian Volunteers for International Development Program (AVID) participants and host organisations
- Recipients and awardees under the Australia Awards program DFAT grant recipients, including under the Australian NGO Cooperation Program (ANCP), Direct Aid Program (DAP) and public diplomacy programs.

Note – multilateral organisations and bilateral donor partners funded by DFAT are expected to act in accordance with the policy principles outlined in this document, and abide by their own relevant policies, international declarations, conventions, agreements and domestic legal frameworks, which seek to protect children. See DFAT Child Protection Policy 2017.

In line with a proactive approach, companies who are contracted to provide services involving children will be required to have child protection as a key component underpinning their work.

Reporting and complaints procedure

9 Reporting and complaints procedure

In accordance with DFAT's child protection reporting requirements it is mandatory for all staff and DFAT-funded partners to immediately report any suspected or alleged case of child exploitation, abuse or policy noncompliance.

9.1 What should be reported?

Any Tetra Tech employee must report:

a) any behavior alleged or suspected, such as child exploitation, abuse or policy noncompliance by:

- a DFAT staff member, including Locally Engaged Staff
- personnel of a DFAT-funded contractor or civil society organisation, including subcontractors
- personnel of a DFAT-funded multilateral organisation
- a DFAT-funded volunteer
- an employee of another Commonwealth Government Agency
- any report made to you by anyone relating to child exploitation and abuse or policy non-compliance by a DFAT staff or DFAT-funded partners
- an Australian Volunteers Program participant or host organisation
- a DFAT Scholarship or Fellowship awardee including Australia Awards program recipients
- a DFAT grant recipient, including under the Direct Aid Program (DAP) and public diplomacy programs
- any Australian citizen, Australian permanent resident or Australian company.

b) suspicion or allegations of possession or accessing of child pornography or child exploitation material by the same groups of people listed above.

c) any report made to you by anyone including a child or community member, relating to notifiable behaviour by the same groups of people listed above.[5]

We are responsible for establishing an environment of trust and inclusion that enables children to ask questions and speak up if they feel worried or unsafe.[6]

9.2 How do I report?

Anyone can make a child protection notification and a report can be made verbally, written, digitally or anonymously. Anonymous reports can be made via a phone call or by completing an anonymous form on the Tetra Tech website. All reports will be actioned and taken seriously.

The investigation and action taken as a result of a report will be actioned and conducted in collaboration between the DFAT Child Protection Compliance Section at childwelfare@dfat.gov.au or on +61 2 6178 5100 and Tetra Tech senior management including Tetra Tech's Child Protection Risk Officer and the General Manager.

Unless the complaint/report involves alleged breaches by one of these individuals, reports should be made immediately to child.protection@tetratech.com. The email will be immediately forwarded to Tetra Tech's Child Protection Risk Officer and General Manager.

Once a report is made, the immediate priority will be the safety and welfare any child who may be the subject of abuse.

After completing and submitting DFAT's Child Incident Notification Form (Annex 4), the General Manager and Child Protection Risk Officer will collaborate as to further actions and investigations relating to the reported incident.

The Child Protection Risk Officer will also be available to field any questions or ideas relevant to both DFAT and Tetra Tech International Development Child Protection Policy. Investigations of this type require a certain skill and sensitivity and where appropriate an experienced investigator may be deployed to assist.

9.3 If I am reporting suspected child protection related issues what should I consider?

Do not wait until an allegation is substantiated, cause of suspicion is sufficient to commence the reporting process.[7]

Reporting suspicion allows reports to be made where there is no actual allegation or where an actual assault may not have been witnessed and where staff observe signs that an assault may have occurred. This is particularly important in grooming and child sexual assault cases as the type of abuse often means there will be no witnesses.[8]

Ensure the information you have reported remains confidential. This is especially important if a disclosure has been made to you by another person.

If you have any queries about reporting or any issues around allegations or suspicions of misconduct or child exploitation or abuse, misconduct or code of conduct breaches, including concerns regarding child exploitation material, which includes child pornography and breaches of the CPP you can contact Tetra Tech at child.protection@tetratech.com. This email will be immediately forwarded to Tetra Tech's Child Protection Risk Officer and the General Manager. For any urgent matter please notify the General Manager directly.

5 DFAT Child Protection Guidance Note Reporting and Notifications 2018, p.3
6 Commission for Children and Young People, Standard 7: empowering children
7 DFAT Child Protection Guidance Note Reporting and Notifications 2018, p.4
8 DFAT Child Protection Guidance Note Reporting and Notifications 2018, p.4

9.4 Are there consequences if I do not report suspected or alleged child exploitation, abuse or child protection policy noncompliance?

For Tetra Tech International Development employees

Compliance with the Child Protection Policy is a requirement in DFAT funding agreements and an element of due diligence and accreditation processes. Failure to comply can result in:

- Audits
- Loss or review of accreditation
- Cancellation of funding agreements
- Withdrawal of future funding until required systems are in place.

For individuals

Individuals failing to report any suspected or alleged child exploitation, abuse or child protection policy noncompliance leave themselves liable to certain sections of the Tetra Tech Code of Conduct and Client Service standards which may be punishable under laws and legislation.

Breaches of this Code of Conduct and Client Service Standards may also lead to disciplinary action. The process for disciplinary action is outlined in Tetra Tech policies and guidelines, relevant industrial awards and agreements.

9.5 What if I am working in Australia and not working on a DFAT program?

There may be occasions where a complaint/report is not associated with any DFAT-funded program and involves work in Australia. The same reporting pathways should be engaged, however in addition mandatory reporting laws that compel adults to report to police or child services exist and vary from state- to-state and further information can be found at the Australian Institute of Family Studies website.

9.6 What is the process once a report or complaint is made?

Tetra Tech International Development has developed an overview of the DFAT Complaints Procedure (page 12) and qualified staff members have been given the responsibility of managing this procedure.

Where a Tetra Tech International Development employee has had a complaint/ /report made against them regarding an issue of child safety or breach of the Code of Conduct relating to a child safe/protection issue, the General Manager is to be informed immediately and will work with the Child Protection Risk Officer to assess the situation.

The course of action will be determined on a case-by-case basis and depending on the severity of the incident, the resulting action may include warnings, reprimands, counselling, additional training, suspension, termination of employment, or criminal prosecution.

9.7 Investigation and prosecutions

The Tetra Tech Child Protection Risk Officer (Technical Services Manager), the General Manager and Child Protection Compliance Section DFAT will coordinate any investigation relating to alleged breaches of this policy. Tetra Tech International Development recognises the importance of prosecution in accordance with the Prosecution Policy of the Commonwealth.[9] Any alleged criminal offence must be forwarded to the appropriate authorities (provided it does not put the child in danger). In line with its zero-tolerance approach, the General Manager will ensure that the relevant authorities are informed.

Actions must be taken in the best interests of a child.

Whilst it is recognised that criminal prosecutions are important in deterring future instances of child abuse and sexual offences and in reinforcing the seriousness of these offences, it is also important to contextualise and balance any proposed actions regarding the prosecution of an offender with the wellbeing and protection of the child who has been victimised. In every instance it must be determined that any proposed action is in the best interests of the child.

This stance recognszes that in some jurisdictions a child may be criminalised for being victimised and access to appropriate justice and support services may also be limited depending on the location of the offending. Our position on the best interests of the child does not offer any comfort for an alleged perpetrator. We will seek to ensure the child will be safe and protected from any apparent or foreseeable further abuse, criminalisation or victimisation.

Police reporting

Tetra Tech's Child Protection Risk Officer and the General Manager ascertaining if the alleged or suspected incident has been reported to the police (local, national Australian State/ Federal) is an important first step in the process of reporting to DFAT and the course of an investigation. The Child Protection Compliance Section DFAT will require information regarding the status of any police reporting, including why a police report has been made or not made and determine, in consultation with the managing organisation, whether a referral to the relevant police service is necessary.[10]

In some states of Australia reporting to police of suspected child sexual abuse is also mandatory for any person. Further information can be found at The Australian Institute of Family Studies website.

9.8 Non-offence breaches of policy

Where there has been a breach of the policy in a non-criminal manner and where DFAT Child Protection Compliance Section has been consulted, the General Manager will be responsible for coordinating Tetra Tech International Development's response.

The flow diagram following illustrates the reporting/ complaints process.

Child protection reporting/complaints procedure diagram

Tetra Tech International Development has a 'zero tolerance' attitude towards child abuse and exploitation. As such, any complaints or accusations made regarding Child Protection issues are taken very seriously. The complaint/reports process outlined in the following diagram aims to ensure **confidentiality** and **impartiality** in dealing with issues of child protection and child safety.

[9] https://www.cdpp.gov.au/prosecution-process/prosecution-policy

[10] DFAT Child Protection Guidance Note Reporting and Notifications 2018, p.6

Child Protection Reporting and Complaints Procedure

Step 1

Lodging a complaint/report

1. **Cause for concern occurs**, such as allegation or evidence of suspicious behaviour i.e. policy breach, misconduct, exploitation, abuse, prior history.
2. **Immediately notify Tetra Tech** at child.protection@tetratech.com Reports can also be made by telephone or any other available method. An anonymous reporting option is available at https://intdev.tetratechasiapacific.com/complaint/.
3. Child Protection Risk Officer and/or General Manager will **notify DFAT Child Protection.**
4. **A DFAT Child Incident Notification (CIN)** form (see Annex 4) will be compiled and submitted to DFAT Child protection reporting at childwelfare@dfat.gov.au.

Step 2

Processing the complaint/report

1. **DFAT Child Protection will liaise with the Tetra Tech's Child Protection Risk Officer**, who will record and maintain details of the complaint/report or the discussion.
2. **Written acknowledgement** of the complaint/report will be sent to the complainant.
3. The General Manager will receive advice and direction from the Child Protection Compliance Section at DFAT, and will plan a **course of action** for the investigation.
4. **General Manager will be informed** during all stages of the investigation and outcome.
5. A **case-by-case decision** will be made by the General Manager following the assessment of the complaint/report in consultation with DFAT Child Protection.
6. If the report concerns an alleged child below the age of 18, relates to a Tetra Tech staff member or someone directly related to Tetra Tech's activities, and provides **adequate information to warrant suspicion, it will be investigated.**

Step 3

Investigation of the complaint/report

1. The Child Protection Risk Officer will **gather more information** through further communication with relevant parties, a possible visit to the location, and/or review of relevant documents.
2. The Child Protection Risk Officer will then work with DFAT Child Protection to **investigate the complaint/report.**
3. DFAT will direct further process and investigation and will decide how the investigation will progress.
4. The **investigation process will be undertaken with discretion and sensitivity** to the rights of all parties involved.

Step 4

Assessment and outcome

1. In the event that a complaint returns to Tetra Tech, the following steps apply.
2. The Child Protection Risk Officer will **determine the outcome** of the investigation and identify a course of action to be taken as a result of the investigation.
3. The results of the investigation and the proposed course of action will then be **forwarded to the General Manager for approval.**
4. If it's found that an offence or breach of the Code of Conduct has been committed, **outcomes can include warnings or reprimands, counselling, additional training, suspension, termination, and/or legal prosecution.**

Contact

Email: child.protection@tetratech.com

COZ Safeguards Hotline on **+61 8 8375 4433,** or via Microsoft teams **'COZ Safeguards Hotline'**

DFAT Child Protection

+61 2 6178 5100
childprotection@dfat.gov.au
childwelfare@dfat.gov.au



Confidentiality

Information about a complaint/report will only be provided to people directly involved with the incident, and those involved will be advised of the need for confidentiality. Information will be kept securely in restricted access files.

Impartiality

Fair treatment for all is paramount and the complaint/report will be handled fairly by a specialist.
The investigation process will be thorough and unprejudiced, and complaints/reports must be substantiated to a civil burden of proof before any discipline action will be taken. The General Manager will be kept updated at all stages of the investigation and of the outcome.

Suspension

Any decision to suspend the subject of the complaint/report will be made by the General Manager following the initial assessment of the specific details of the complaint/report in consultation with the DFAT Child Protection Officer. The decision to suspend an employee pending the result of an investigation will also be guided by the principle that no person will remain in a position if they pose an unacceptable risk to children.

The complainant/reporter

The identity of the complainant/reporter will not be disclosed except where:

- Disclosure is made during official duties to another person acting during official duties
- A failure to disclose the complainant's/reporter's identity would significantly inhibit a thorough investigation process or prejudice the proper administration of justice
- The complainant/reporter consents to their identity being disclosed.

These exceptions can be read as relating mandatory reporting as required by DFAT policy and where this reporting is required by law. A complainant/reporter can still make an anonymous report.

Note: Any victimisation of a person making a report will not be tolerated.

The subject of the complaint/report

The subject of the complaint/report will be informed about the child protection investigation unless there is reasonable suspicion that this will compromise the investigation or place any party at risk of harm or persecution.

Prosecution

Where an allegation of abuse or a sexual offence has been made, the General Manager will ensure full cooperation with the relevant authorities, providing it does not put the child in danger (see Section 9.7 of this Child Protection Policy).

No further action

Where a decision is made to not take further action, Tetra Tech International Development will fully document the reasons in a letter to the complainant/reporter. These decisions may be subject to audit. If an employee's complaint/report is found to have been knowingly false or malicious, Tetra Tech International Development may discipline the person who made the complaint/report.

Compliance, review of policy and document control

10 Compliance

Tetra Tech International Development will comply with all requirements of the DFAT Child Protection Policy (2017). DFAT's Nine Compliance Standards (Annex 3) must be read and applied in conjunction with this Policy.

11 Review of policy

A review of this policy's effectiveness will be conducted at the end of each calendar year. A review of its content will be conducted whenever there is a change to DFAT's Child Protection Policy.

12 Document control

Document History / Version Control

VERSION	DATE	CHANGE SUMMARY / CHANGE STRATEGY	BY
V1	2008	Policy developed	Joanne Burns
V2	Oct 2012	Update to reflect current DFAT requirements and minor change to manager title	Kylie Green
V3	November 2013	Updated to reflect the release of the DFAT Child Protection Policy Feb 2013	Georgie Evangelou
V4	June 2014	Update to reflect DFAT review	Georgie Evangelou
V5	March 2017	Update to reflect DFAT review	Joanne Burns
V6	June 2024	Update to reflect reporting channels	Elise Jione

Document Sponsor, Review, Approval and Release Authorities

DOCUMENT SPONSOR/OWNER	Head of Legal Risk and Compliance
REVIEW AUTHORITY	COZ Quality Manager / COZ Quality Co-ordinator
RELEASE AUTHORITY	Managing Director (COZ)

Approval

AUTHORITY	TITLE	NAME	SIGNATURE
Approved By:	Managing Director (COZ)	Amy Gildea	Amy Gildea

Annex 1

Tetra Tech International Development Child Protection Code of Conduct

Tetra Tech International Development

Child Protection Code of Conduct

Purpose

The purpose of the Child Protection Code of Conduct is to provide a framework for decisions and actions in relation to our employees' conduct both in employment and as Tetra Tech International Development representatives. A copy of the supporting Tetra Tech International Development Child Protection Policy is available.

Scope

The Child Protection Code of Conduct applies to all Tetra Tech International Development staff, including corporate staff, project staff, sub-contractors, consultants, volunteers and interns.

Child Protection Code of Conduct

A child is any person under the age of 18 years. The onus is on all employees to avoid actions or behaviours that could be construed as child exploitation and abuse when working for Tetra Tech International Development. Our work will prioritise the health safety and wellbeing of children over everything.

When carrying out your duties, you will:

Attend to your own behaviours

- treat children with respect
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children
- not invite unaccompanied children into your home, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case you will obtain your supervisor's permission, and ensure that another adult is present if possible
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or to access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- comply with all relevant Australian and local legislation, including labour laws in relation to child labour.

You are required to

Immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures to child.protection@tetratech.com, or contact DFAT's Child Protection Compliance Section at childwelfare@dfat.gov.au or on +61 2 6178 5100. In addition, a process for anonymous reporting is available on https://intdev.tetratechasiapacific.com/complaint/.

- **Conduct a Risk Assessment** processes for prospective programs, workstreams and activities. The Risk Assessment should examine the risk type and situations, rating the risk as low, medium or high, and develop strategies to address the risk and document the strategy and who conducted the assessment.

  Risk types include the

  - degree of isolation
  - vulnerability of children
  - degree of physical contact
  - degree of monopoly
  - supervision
  - degree of trust
  - access to property
  - skills and knowledge required
  - child labour
  - vulnerability of parent/carer
  - other vulnerabilities including disability, homelessness, sex work, disaster, displacement accompaniment.

Recruitment and screening of staff

- Advertising and applications should provide a focus on statements about Tetra Tech International Development's commitment to child safety.
- Referee checks should have rigor including at least 2 verbal referee checks for positions that involve working with or contact with children.
- Interviewing should involve specific behavioural and scenario questions designed to reveal risks and warning signs that warrant further investigation.

- Police checks and working with children checks where the position involves working with or having contact with children.

All employees must

- Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during your association with Tetra Tech International Development that relate to child exploitation and abuse.
- On your employment you must undertake the mandatory child protection module.

Photographing or filming children

Tetra Tech International Development will not publish identifiable images of children unless it is necessary. Tetra Tech International Development supports DFAT's Child Protection Policy and has incorporated developed guidelines for the taking of images of children. In the work we do on behalf of the Australian Government's aid program, Tetra Tech International Development will photograph, film or publish identifiable images of children when it is necessary as part of the delivery and promotion of that work.

You must

- before taking an identifiable image (photograph or film) of a child under the age of 18 always obtain informed consent from the child and from parent or legal guardian (which does not include school principals and teachers) and keep a file note recorded which can be readily accessed if required. Tetra Tech International Development's Informed Consent Form should be used to record this consent.
- when obtaining consent, provide in clear and in the appropriate language, information about images, where they will be used/posted, the right to request withdrawal of the image, the reality of likelihood of withdrawing access to the image on line, the likelihood of wide distribution of the image, and the potential of the image being misused.
- alert the parent or legal guardian to the measures taken to protect anonymity of the child but request they assess any risk that may be associated with identification of the child or the location where the child may be.

You should make your best effort to

- take photographs that focus on groups of children from a distance rather than an individual child.
- take photographs from angles that do not show a child's face – this might be a creative or back-facing aspect.
- make file notes on all risk mitigation measures taken to reduce harm to children photographed.
- assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child.
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could interpreted as sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure file labels, metadata or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form
- ensure staff are aware of our process for removing images from the image library.

Breaches of the Child Protection Code of Conduct

Employees should note that breaches of certain sections of this Code of Conduct and Client Service Standards may be punishable under laws and legislation.

Breaches of this Code of Conduct and Client Service Standards may lead to disciplinary action which may result in dismissal. The process for disciplinary action is outlined in Tetra Tech International Development policies and guidelines, relevant industrial awards and agreements.

Employee statement

I acknowledge that I have read and understood the above Child Protection Code of Conduct and will comply with its contents.

Name	
Position	
Program	
Signature	

Acknowledged by Tetra Tech International Development Pty Ltd

Name	
Signature	

Annex 2

Informed Consent Form for the use of images

TETRA TECH
International Development

Promotional Material Consent Form



Tetra Tech International Development policy and guidelines for taking images of adults and children

For Tetra Tech International Development projects and photographers

Tetra Tech International Development International Development supports the Australian Government's Department of Foreign Affairs and Trade Child Protection Policy and its Taking Photographs of Children: A guide for public diplomacy practitioners. We've developed this guidance on obtaining informed consent for images of children so that our project teams and project stakeholders understand what we are obliged to do when using images of children.

DFAT policy asks that Tetra Tech International Development complies with the best practice of:

1. Not taking or distributing identifiable images of children
2. Obtaining informed consent for any image taken of children

When taking photographs or film for any project that Tetra Tech International Development manages on behalf of DFAT this means that a photographer or videographer—before taking **any images** of a child—must obtain informed consent provided the child, and by their protective parent or legal guardian. School principals and teachers are not considered legal guardians and cannot provide this consent.

If an **identifiable image** is absolutely necessary, for example if requested by DFAT as part of a particular campaign, then this requires **signed authority** from DFAT Post. This is because taking an **identifiable image** of a child goes against DFAT policy. An **identifiable image** is an image that identifies a child. This may be by photographing their face, their school, their town or city, or by any other identifiable feature such as clothing, physical features or jewellery. We would also require signed authority from DFAT Post if we are unable to – or unlikely to – obtain informed consent from a parent or legal guardian.

We ask that all projects read and comply with Tetra Tech International Development's Child Protection Policy and these guidelines for obtaining informed consent for **all images** of children.

Before taking images of a child please ensure:

- the following information is read or provided to the parent or guardian in the appropriate language where necessary
- the parent or guardian must understand the use and implications of any images taken
- the parent or guardian provides their informed consent using the signature or mark area.

After taking an image of the child this informed consent form must be saved and stored with any images taken.

Photography and filming of adults

Tetra Tech International Development is also expected to obtain informed consent from adults that we photograph or film. Please use the consent form provided to record this consent and read the Ethical Photography Guidelines for information about taking ethical photographs or videos.

Resources

DFAT Child Project Policy
DFAT Taking Photographs of Children: A guide for public diplomacy practitioners

Examples of non identifiable:





Tetra Tech International Development policy and guidelines for taking images of adults and children

For parents and/or legal guardians

As part of the Australian Government's aid program, we request permission to film and/or photograph a child in your care.

The information below should help you to understand why we would like to take an image of your child, where this image might be used, what might happen to this image and what rights you have. We will provide this information to you in a language you understand, either by the photographer or another person.

Australia's aid program uses photography to show people in your country and in Australia the positive impact of the Australia's support and how it is benefiting your community.

If you understand this information and provide your informed consent for your child to be filmed or photographed, please acknowledge by making your mark on each page of this document.
We can also provide you with a copy of this information and the contact details of a person who can answer any questions you might have.

Informed consent

Program name	
Type of event	
Purpose	
Date	
Location	
Time	
Contact person	I [representative name] ……..…..…..…. have explained Tetra Tech International Development's photography policy and have obtained the necessary consent.
Informed consent statement from adult or child* **if child, please have parent or legal guardian complete the below*	I [subject name] ……..…..…….. have spoken to [Tetra Tech International Development or project representative name] ……..…….. about using my picture and telling my story. I have seen the examples on this form. I understand how my picture and my story might be used and that copyright of images belongs to the Australian Government. I agree that the Australian Government can use my picture, video of me, things I said.
Informed consent statement from parent or legal guardian	I [parent/legal guardian] ……..…..…..…

The following information will help you to make your informed decision about if you allow your child to be photographed or filmed. Please read this carefully or ask someone to translate or explain this for you.

1. Any filming or photography of your child will respect local culture, local laws and privacy laws.
2. Your child can stop at any time and they do not have to say or do anything.
3. Your child will have someone they can speak to at any time if they feel uncomfortable during the photographing or filming.
4. Your child will not be left alone with any adult, and your child can ask anyone to join them (such as a parent) when speaking with us.
5. The photographers have been given instructions about our rules in taking photographs or films of children.
6. We will not photograph your child if they are upset, extremely distressed or do not have access to immediate relief.
7. We will not exploit a child's vulnerability, trauma or grief and we will not publish any images of a child who has passed away.
8. No payments or rewards have been paid or offered to a child or their parents and/or legal guardian and no payments will be made.
9. Any photographs, videos or images will present children in a dignified and respectful manner and not in a vulnerable or submissive manner.
10. Children will be adequately clothed and will not be photographed in poses that are sexually suggestive.
11. Images will be honest representations of the subject and we can show examples of how images have been used in the past.
12. We will make every effort to ensure the images and the story will not indicate your child is connected to any sensitive issues such as domestic violence, gender-based violence, sexual abuse, engagement in sex work or other socially marginalised or criminalised (or criminal) activities, illness, disease or other situation where they may experience some negative reactions or judgement from others.
13. If your child is suffering from a serious health condition it will not be revealed without your informed written consent.
14. Photography and film labels will not reveal identifying information about a child when sending images or videos electronically and no GPS location data will be published with the images.
15. Every effort will be made to ensure distribution of your child's image will not lead to their identification or provide information of their whereabouts however we cannot guarantee this.
16. We may also watermark an image so when it is published it can be tracked back to a person who republishes an image. We think this may deter misuse online.
17. As well as printed and written material, the image or film may also be placed on Tetra Tech International Development and DFAT websites, posts and publications but we are not able to guarantee other people will not download the images and redistribute or republish them without Tetra Tech International Development or DFAT knowledge.
18. If you are not sure how the internet and the online environment operates you will be provided with some further explanation.
19. You have the right at any time to request the withdrawal your consent for photographing or filming.
20. You have the right to request the withdrawal of the images of your child.
21. If you request the withdrawal of the image of your child after the photographing and filming has been completed, we will delete the image from the Tetra Tech International Development database and materials however we cannot guarantee that images have not been more widely distributed or copied if they have already been posted or published online.
22. Please consider your family background and if the publication of your child's image or identification may expose you or your child to risk of abuse or violence from any person.
23. We will take special care when photographing any child with special needs or vulnerability

Tetra Tech International Development policy and guidelines for taking images of adults and children

Guidelines on ethical photography

Photographs and videos taken by Tetra Tech International Development staff and affiliates should respect human dignity and ensure the rights, safety and well-being of the person or people being portrayed. This means:

- Complying with local traditions or restrictions in taking or reproducing images of people, objects or places.
- Understanding national laws related to photography, filming and privacy rights.
- Gaining appropriate written informed consent before taking photographs or videos.
- Respecting a person's right to refuse to be photographed or video. If you sense any reluctance or confusion, do not take their photo or video.
- Not causing harm. Individuals or groups may be put at risk of reprisal, violence or rejection in their communities as a result of exposing their identity or personal story through the publication of their photograph or broadcast of any video.
- Not misrepresenting the individual, situation, context and location of the photograph or video.
- Absolutely no payments or any other form of compensation being provided to subjects in exchange for their photograph or video to be taken or for their consent or signed release for publication or broadcast.
- Photographs and videos of issues that are culturally sensitive, politically sensitive or socially stigmatised must protect the identity and privacy of individuals.
- Obtain informed written consent to use real names and locations in situations where disclosure could result in harm. Otherwise, remove detailed personal information such as names and locations in captions or any other associated documentation.
- Identifiable images of individuals should not be used to illustrate sensitive subject matter in such a way as to indicate that the individual is connected with the issue.
- Photographs or videos of people with special needs are to be taken with particular care, compassion and protection of privacy.
- Photograph or videos all people with respect and dignity. Special care and compassion must be exercised with vulnerable subjects.
- Survivors of sexual exploitation, gender-based violence or abuse are not be identified as such.
- An individual's status as a person living with HIV, TB or any other serious health conditions must not be revealed without informed written consent.
- An individual's engagement in sex work or other socially marginalised or criminalised (or criminal) activities must not be identified.
- Care must be taken in photographing or filming people in times of crisis. Do not exploit an individual's vulnerability at times of trauma or grief.
- Never use images of a child who has died or is in severe distress without any visible signs of help nearby.
- Consider watermarking images online to deter images being misused.

Photographs of children

Photographs or videos of children taken for work-related purposes must adhere to standards outlined in DFAT's Child Protection Policy. Before photographing or filming a child, staff or contractors must obtain informed consent from the child and a parent or guardian and explain how the image or video will be used. In group situations such as a classroom, confirmation of previous parental consent is to be obtained from a school principal or senior teacher. In addition:

- Before photographing or filming a child, assess and comply with local laws, traditions or restrictions for reproducing personal images.
- Ensure photographs, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Images must be honest representations of the context and the facts.
- File labels must not reveal identifying information about a child when sending images or videos electronically.

Please note: a guardian does not include a teacher, principal or community leader.

Tetra Tech International Development policy and guidelines for taking images of adults and children

Photography guidance at a glance

Taken from the DFAT *Taking Photographs: A guide for public diplomacy practitioners* https://dfat.gov.au/international-relations/themes/child-protection/Documents/child-protection-guidance-note-taking-photographs-of-children.pdf

For further information on the DFAT Child Protection Policy refer to http://dfat.gov.au/about-us/publications/pages/child-protection-policy.aspx or contact the Child Protection Compliance Section at childprotection@dfat.gov.au or +61 2 6178 5100



Best practice

Plan ahead for events where it's known photographers will be present. Have consents in place and photographers briefed on DFAT's ethical photography guidelines
Use consent aid tools to advise parents or legal guardians and children of how images may be used
Obtain written informed consent from the child AND parent or legal guardian before photographing
Communicate in language/s appropriate for the context at all times



Best efforts

Obtain verbal informed consent from the child and if possible from a parent or legal guardian before photographing - keep a file note
Take photographs that focus on groups of children from a distance rather than an individual child
Take photographs from angles that do not show a child's face - this might be a creative of back-facing aspect
Ask the school or community group to send notes home with children a few days before the event
Post signs at events notifying of photography at event, with spoken messaging to support communication where literacy is limited
Photographers to wear easily identifiable vest or clothing which signifies the photographers are official and bound by the policy
Provide opportunity for children who do not wish to be photographed to identify themselves and be marked e.g. with a small dot sticker on their shoulder so that photographers know not to take images
Hold a community information session prior to an even and explain that photos will be taken and how they will be used. Use the aid consent tools where appropriate to inform participants



Never acceptable practice

Use children's names as captions
Provide information that could be used to locate the child (e.g. name of the school and the town)
Take or disseminate photos that show children in vulnerable or sexualised light
Accept a school principal's approval to film or photograph on behalf of children (a principal is unable to provide unencumbered consent due to a power imbalance if we are providing the school any funding)
Including geocoding or other GPS references in photos
Make a file note keeping a record of all risk mitigation measures you have put in place to reduce harm to children

Annex 3

DFAT Child Protection Nine Compliance Standards

Minimum child protection standards DFAT Child Protection Policy (2017)

COMPLIANCE STANDARD	WHY THIS IS REQUIRED	EVIDENCED BY
1. Partners The organisation has a child protection policy that applies to all personnel, partner's downstream personnel and subcontractors that are engaged by the organisation to perform any part of a DFAT-funded activity. The managing partner must ensure the downstream organisation or individual subcontractor complies with the minimum child protection standards. **Individuals** An individual contractor is not required to have a child protection policy. However, they will be required to sign a code of conduct that applies and builds on where appropriate DFAT's *Child Protection Professional Behaviours* and provide evidence of their commitment to child protection.	A child protection policy provides clear guidance and demonstrates how the organisation, across its operations, will ensure that children are protected from child exploitation and abuse in the delivery of Australian aid.	**Partners** • A Child Protection Policy in place. • Personnel are aware of the organisation's child protection policy (e.g. through internal communication and training). • Documented plan for ensuring DFAT-funded implementing partners are meeting the minimum standards • Initial risk assessment of organisation and activities to inform policy development. **Individuals** • Record of attendance at child protection training • Sign code of conduct • Commitment to child protection • Current Criminal Record Check • Documents compiled and kept with contract documents. All documents are kept with employees' files.
2. The organisation's child protection policy includes a documented reporting procedure for child exploitation and abuse allegations, code of conduct and policy non-compliance, including available sanctions for breaches.	An effective child protection policy requires a report handling procedure. One of the biggest hurdles to personnel reporting child exploitation and abuse is that there is no formal system in place to do so, or that personnel are not aware of a formal system to report concerns or allegations. Reporting systems must respect the rights of the alleged victim and alleged offender.	• Organisation's guidelines for managing concerns or allegations of child exploitation and abuse, and policy noncompliance. • Documentary evidence that personnel can raise concerns about a child's safety or wellbeing or unacceptable behaviour by personnel. • Documentary evidence outlining the organisation's details of sanctions for breaches of the code of conduct. • Documentary evidence of externally facing policy and reporting information available and accessible to community members.
3. The organisation provides child protection training for personnel including downstream partners.	Personnel must be fully aware of their responsibilities to protect children and how to report concerns or allegations about child exploitation and abuse.	• Training agendas and timeframes for training. • Materials used in training. • Training attendance records.
4. The organisation's child protection policy includes a commitment to preventing a person from working with children if they pose an unacceptable risk to children.	The organisation, as an employer, must have clear grounds to determine whether a person is the most appropriate to work with children.	Referenced in relevant documentation, including policies, contracts and human resource guidelines.
5. The organisation's child protection policy is subject to regular review—at least every five years or earlier if needed.	Contexts change, particularly in the development sector. There must be a commitment to review and update the policy as required.	Policy is subject to regular review in accordance to the policy commitment, or at least every five years.

COMPLIANCE STANDARD	WHY THIS IS REQUIRED	EVIDENCED BY
6. The organisation undertakes a risk assessment to reduce the risk of any child being harmed as a result of operations or activities funded by DFAT. The assessment must identify risks, and document steps being taken to reduce or remove these risks.	Some activities are higher risk than others. This may be due to the nature of the activity or the location. For example, working with children with disability or in an emergency situation.	• Risk plan identifying activities and measures to reduce or remove the risk to children at tender and mobilisation phase. • Evidence that risk assessments are reviewed/updated throughout the lifecycle of the activities. • Evidence of adaption to local context (when a different approach to standard risk controls is required).
7. The organisations employment contracts contain provision for suspension or transfer to other duties of any employee who is under investigation and provisions to dismiss any employee after an investigation.	Robust recruitment, screening and employment practices reinforce the importance of the organisation's child protection policy to personnel.	• Employment contracts for personnel/ consultants contain appropriate provisions.
8. Contact with children positions: The organisation has robust recruitment screening processes for all personnel in contact with children. These recruitment procedures include: • criminal record checks before engagement • verbal referee checks. **Working with children positions:** Additional screening measures (such as interview plans that incorporate behavioural-based interview questions) must be used when candidates are applying for positions that involve working with children.	Child-safe recruitment and screening processes are essential to enable an organisation to choose the most appropriate person for a position that involves contact with children. Recruitment and selection can strengthen external inhibitors by preventing access to children by those with a known history of harming children. Child safe recruitment and selection processes can discourage individuals who pose an unacceptable risk to children from applying for positions.	• Documented criminal record checks for personnel in contact with children. • Documented referee checks. • Interview plans incorporating behavioural-based interview questions that are specific to positions that involve working with children. • Documented request for an applicant to disclose whether they have been charged with child exploitation offences and their response. • Review checks when personnel have a change in circumstances. • In limited circumstances it may prove impossible to obtain a reliable criminal record check. A statutory declaration, or local legal equivalent, outlining efforts made to obtain a foreign police check, and disclosing any charges and spent convictions related to child exploitation, may be accepted instead.
		• Checks must be conducted for each country in which the individual has lived for 12 months or longer over the last 5 years, and for the individuals countries of citizenship.
9. The organisation has a child protection code of conduct that meets the minimum standard set by DFAT (see Attachment 2 – DFAT's *Child Protection Code of Conduct*).	A code of conduct protects children and personnel. It makes clear the organisation's standards for acceptable/unacceptable behaviour in relation to children and must be signed by all personnel. It protects personnel by providing guidance on how to avoid situations that may be perceived as harmful to children. It also provides employers with a sound basis on which to conduct disciplinary action.	• A child protection code of conduct based on DFAT's Child Protection — Professional Behaviours. • Signed codes of conduct or a register documenting details of personnel who have signed the code of conduct, or inclusion in employment contracts. • Signed image informed consent forms/ verbal consent file notes.

Annex 4

DFAT Child Incident Notification Form

Australian Government
Department of Foreign Affairs and Trade

Child Incident Notification (CIN)

Case Number (*To be allocated by EES: Year\CIN No.*)

_____

Where this document is not completed by EES, it is to be provided to the Employee Conduct and Ethics Section at childwelfare@dfat.gov.au as soon as possible.

EES will assess the notification and direct it to the proper area of inquiry and investigation within the Department. The person reporting and\or sender of the document may be contacted if further information is required.

1. If this report was received initially by CPC or Consular Operations, please complete the following (*All others go to Section 2*)	
Circle: CPC or Conops Name: Position:	Date received and case number: Cable No. (if applicable): Email date: (Print and attach)
2. Names(s) of person reporting and contact details	
Name: Position:	Telephone: Email:
3. Reporting Post or Agency	
Post or Agency:	Country:

4. Type of Allegation	
Please circle most appropriate description of alleged incident: Sexual Abuse\Sexual Misconduct Physical Abuse Psychological Abuse Neglect Other	Further details if known (Date\location\when report was received): Other relevant details: (For example implements used, vulnerability, or disability factors):

5. Details of Person(s) against whom the allegation has been made					
Family Name:					
Given Name:					
Sex:					
Date of birth:					
Nationality:					
Contact details:					
Employer\Program:					
(Please circle most appropriate descriptor. You can circle more than one)	DFAT Employee including LES	Australian Citizen or Permanent Resident	NGO Employee	Contractor including sub-contractor	Volunteer
Position: (If applicable)					

6. Details of Victim(s)	
Family Name:	
Given Name:	
Sex:	
Date of birth:	
Nationality:	
Contact details:	
Age of child at time of alleged incident:	

Have any injuries been observed or reported? *(If more space is needed, please utilise Section 8)*

7. Further Details	
Is the victim still in danger of abuse or neglect?	
Are local police or other local authority aware of the incident\allegation?	
What other authorities have been informed?	
Has the AFP at post (where relevant) been advised or consulted? If so, what is their response or proposed action?	
8. Any other pertinent information for initial assessment	

CEU use only		
Case Number (Year\ CIN No.)		
Recorded on CIN\EES database:	Date:	
Received via (Post\Agency\original source)		
Responsible Section (Circle):	Employee Conduct & Ethics Child Protection Compliance Section Consular Operations	Responsible Section Case No.
Referral to responsible section	Date:	
EES advised of case outcome\closure	Date	
EES database updated and cross referenced with Section case No.		

Annex 5

Tetra Tech child protection complaint/report form

Child Protection Complaint/report form

TETRA TECH
International Development

Anyone can make a child protection notification and a report can be made verbally, written, digitally or anonymously. Anonymous reports can also be made via a phone call or by completing an anonymous form at https://intdev.tetratechasiapacific.com/complaint/

All reports will be actioned and taken seriously.

Please email completed form to: child.protection@tetratech.com

Complainant's/Reporter's name:	
Complainant's/Reporter's role:	
Complainant's/Reporter's address:	
Complainant's/Reporter's contact details:	
Does the complainant/reporter wish to remain anonymous?	Yes ☐ No ☐
Details of the subject(s) of the complaint/reporter:	
Date of incident/ period of incidences:	
Location of incident:	
Project name (if applicable):	
Details of any other parties relevant to the investigation, i.e. witnesses etc.	
Details of the incident:	

Documented by:		**Date:**	

Annex 6

Supporting materials

Annex 6.1

Case Studies

Case Study:
Vulnerable young women

You are with colleagues after working hours with friends in a local hotel in Port Moresby when you notice several of young Papua New Guinean women approaching expatriate men who are standing at bar tables. The women appear to be under 18 and striking up conversations with men with some men are buying them drinks. One of the men in your group says, "I have seen these girls here before. They are sex workers and they will go home with you for the night if you give them some money and a taxi fare." You note later in the evening an advisor from your program at your accommodation, going back to his room with one of the young women you had seen earlier at the hotel.

Q: What risks present to the organisation and the program regarding this incident?

Q: Is there an obligation to report this behaviour?

A: Yes. You are obliged and compelled to report this conduct under your service agreement which is underpinned by Tetra Tech's Child Protection Code of Conduct.

The information you have suggests on reasonable grounds this young woman is a vulnerable person and a Tetra Tech staff member is acting contrary to the Child Protection Code of Conduct and involved in an act of child exploitation with a child. This could have significant implications for Tetra Tech with audits, loss or review of accreditation, cancellation of funding agreements, withdrawal of future funding until required systems are in place, and legal prosecution.

A report should be lodged via email to email address child.protection@tetratech.com

This email will be immediately forwarded to Tetra Tech's Child Protection Risk Officer and General Manager. For any urgent matter please notify the General Manager directly.

An investigation will commence.



Case Study:
School infrastructure activity

You are a Technical Advisor working on a School Support program with infrastructure development building new classrooms for children. Having conducted a Child Protection/Child Safe risk assessment of the work you note that the building will occur whilst children are at school.



Q: What actions could you take to mitigate the risk of children being put at risk by the work being done?

- All contractors or individuals should already have information about Tetra Tech's statement of commitment regarding working with or having access to children.
- The school should also know of the directions to your contractors and your staff and to report any behaviour that may digress from this behaviour.
- Provide your contractors and those working on the site a copy of our commitment statement as well as specific instructions regarding contact with or interacting with children.
- Organise separate toilet and washing areas for workers.
- If possible fence the area away or provide delineated work areas so to exclude children or restrict your work time around when children are not present.
- Take any reports seriously and report any behaviour through the appropriate channels.

Case Study:
Staff and children to the workplace

Working on a government project in the Pacific, you take note of a cultural practice in your office, which involves mothers bringing their children to work who are sick or below school age for periods of time. Over a few weeks, you notice one Tetra Tech advisor has become very friendly with a young boy who is the son of a single parent. The advisor frequently buys him presents, gives him money and his physical interactions are progressing to high fives to sitting the boy on his knee to read him books. This behaviour occurs in the presence of the mother and some adults but on occasions he has been alone with the child. You have a conversation with the advisor warning him of the appearance of the relationship, but he dismisses you and says he has worked with the mother for years and even spends time at her home after hours.

Q: What should you do and why?

A: The behaviour of the advisor clearly raises a suspicion there may be an inappropriate relationship involving grooming or child exploitation occurring with the child, and possible exploitation of the mother.

The matter should be reported via email to email address child.protection@tetratech.com

This email will be immediately forwarded to Tetra Tech's Child Protection Risk Officer and General Manager. For any urgent matter please notify the General Manager directly.

An investigation will commence.



Case Study:
Team Leader

You are a Team Leader on a program and one of your staff raises an issue with you regarding an unaccompanied male staff member doing some training in a remote village for three days where he must sleep at informal accommodation with a family. She says, "do we need to do a risk assessment on this activity? If it is a risk what can we do to address the risk?"



A: Yes. The policy is very clear the activity could involve contact with children therefore a risk assessment must be undertaken.

- In addressing the risk, arrangements could be made prior to the travel to clarify what duties are undertaken and where the advisor will be accommodated.
- Providing information to the family and village about our commitment to child protection including reporting, the child protection policy and code of conduct.
- Additional considerations should be that the advisor is accompanied by another advisor preferably a female advisor.
- Considerations and risk assessments should be recorded on the specified Tetra Tech risk assessments template and filed with any report on the input.

Case Study:
Marketing and communications materials

The great work your program has been doing is going to be documented. You decide to do interviews with students from the schools with which you are working. The activity involves working directly with children, asking them questions and taking photographs of them.

Q: In conducting your risk assessment what should you consider?

- Permission from a parent or a family guardian as per the guidelines in the Child Protection Policy.
- Noting the place and time of the interview and having other adults present during the interviews.
- Ensuring the school is aware and provided with information regarding our commitment to child protection and the process for making a report.
- Ensuring processes for permission and style of photograph are abided by as per Section 6 of the Child Protection Policy.



Case Study:
Is this person a risk to children?

You have been given the responsibility to recruit a new advisor, but you are having a problem confirming employment details when the phone rings out and the previous place of employment doesn't show up in an online search.

Q: What other red flags are there regarding child protection?

In addition to selection criteria in job descriptions, police checks, not providing most recent supervisor as a referee. Evasive or a failure to embrace the need for supervision.



Annex 6.2

Child Protection Recruitment Summary

Tetra Tech Child Protection /Child Safe Recruitment: Summary of Key Points or Consideration



DFAT Child Protection Guidance Note

Recruitment and Screening

https://www.dfat.gov.au/sites/default/files/Recruitment%20and%20Screening.pdf

Advertising and Application Forms

Job advertisements and application forms include messages about Tetra Tech's commitment and a link to the Tetra Tech Child Protection Policy and the Code of Conduct.

Statements in advertising and application forms may also include the following:

- "Tetra Tech is a child-safe organisation" or
- "The safety and wellbeing of children is a priority of Tetra Tech and as such our code of conduct and child protection policy features a strong commitment to child safety." (or)
- "This position may involve developing process or policies for working with children. We are committed to make sure the safest and most suitable people work with the children in our programs." (or)
- "Your employment will be conditional on rigorous reference and background checking being undertaken, including a Working with Children Check and police record and identity check." (or)
- "Failure to comply with the Code of Conduct or Child Safe Policies can result in dismissal."
- Child safe messages included in the job description and the KSC specifies experience needed for working with Children
- Tetra Tech promotes cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children, children with culturally and/or linguistically diverse backgrounds and children with a disability.

Referees checks

- Background check on organisation for legitimacy
- Ring through on main switchboard and asked to be put through
- Speak to a direct or most recent supervisor not friends
- How long the applicant and referee worked together
- The applicant's perceived strengths and weaknesses
- Whether the referee would hire the person again, particularly in a role working with children, and whether they have any concerns about the applicant working with children
- If their interpersonal skills were perceived as a problem with other staff or vulnerable staff
- Ask questions about relationships with staff with attention to power relationships and subordinates
- Any complaints or reports about inappropriate behaviour?
- Check public online history, Instagram, Twitter, Facebook regarding behaviour and values
- Online checks for news and media
- Undertake at least two verbal referee checks.

Interviewing

In addition to police checks, behaviour-based questions should be asked and may include:

- Please provide three examples of how to work safely with children.
- Describe a time when you had to manage a child whose behaviour you found challenging?
- Tell us about a time when you had to comfort a distressed child.
- What motivates you to work with this program?
- How do you feel about being supervised?

Review – Warning signs warranting further investigation include

- Referees identity unable to be verified or contacted through organisation's main contact point, not having observed applicant, or concerns raised regarding work with children
- Unexplained lengthy gaps in employment history
- Failed Working with Children Check (WWCC) or adverse criminal record check
- The applicant says they do not value or 'need' supervision
- The applicant is evasive or inconsistent in his or her answers
- Any questions arising as to the suitability of a candidate should be elevated to child.protection@tetratech.com. This email will be immediately forwarded to the Tetra Tech Child Protection Risk Officer and the General Manager. For any urgent matters please notify the General Manager directly.

**Note no person will be permitted to have access or work with children if they are an unacceptable risk.*

Annex 6.3

Child Protection Risk Assessment

Child Protection Risk Assessment

TETRA TECH
International Development

Risk Assessment: Deployment outside country of residence the following situation are deemed as higher risk and therefore. This table is specifically targeted at staff whose job is not implicitly working directly with children. This template should be used as a guide and attached to any specific planning, deployments and proposed activity.

Assessing: Possible contact with children



Name:	

Risk type	Situation	Risk rate			Suggested strategies to address risk	Documented strategy
		Low	Med	High		
Inherent risk	Working in remote or rural locations				Reinforcing Child Protection Policy and Code of Conduct and values of respect and professionalism	
					Consider pairing staff including women staff	
					Restricting time in remote locations	
					Enable and normalise regular supervision	
					Providing a contemporaneous diary of plans and interactions	
					Encourage conversations and self-reporting of identified child protection risks with partners, supervisors and staff	
					Ensuring reporting pathways are well understood and clear	
					Provide information to partners regarding Tetra Tech commitment to Child Safety and Protection, including the Child Protection and Code of Conduct	

Risk type	Situation	Risk rate			Suggested strategies to address risk	Documented strategy
		Low	Med	High		
Degree of isolation	Being alone with children				Maintain a professional demeanour	
	Activities that are away from organisation location				Identify times when staff may be isolated in the presence of children	
					Minimise any times where staff will be alone or meeting one-on-one with children	
	Meeting one-on-one with children				Plan with staff and national staff to be present during any times when staff may be alone with children	
	Involves unpredictable or remote settings				Planning appropriate and separate sleeping arrangements	
					Articulate to parents or guardians to be present at times when contact may be encountered	
					Provide information to partners regarding Tetra Tech commitment to Child Safety and Protection, including the Child Protection and Code of Conduct	
					Articulate a need for a joint commitment to child protection	
					Minimise time spent in predictable or remote settings	
					Encourage conversations and self-reporting of identified child protection risks with partners, supervisors and staff	
Vulnerability of children	Engagement with children whose true or cognitive age impacts on their ability to protect themselves				Consider a practice of pairing staff including men with women staff	
					Minimise any times where staff will be alone or meeting one-on-one with children	
	Engagement with children who have challenges that contribute to their vulnerability. (e.g. psychological, situational)				Set times for the engagement and communicate with parents or guardians to be present at times when contact may be encountered	
					Maintaining code of conduct to treat children with courtesy and dignity	
	Engages with children who do not have many support systems.				Respect a child's privacy in sensitive matters, such as health or family problems, and only reveal confidential matters when appropriate	
	Promote cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children, children with culturally and/or linguistically diverse backgrounds and children with a disability				Demonstrating professional behaviours that are based on principles of respect, fairness, justice and cooperation and participation with indigenous peoples	
					Encourage conversations and self-reporting of identified child protection risks with partners, supervisors and staff	

Risk type	Situation	Risk rate			Suggested strategies to address risk	Documented strategy
		Low	Med	High		
Degree of physical contact	Any responsibility that involves demonstrating a skill to children				Consider a practice of pairing staff including men with women staff	
					Any degree of physical contact should be minimised and as far as possible planned and diarised	
	Involves need for physical contact/touching children				Any work that necessitates contact or touching of a child should be planned and have informed consent from parents or guardians	
					Respect children's privacy protecting children from intimidation, embarrassment, humiliation or harm	
	Involves providing a personal service (e.g. washing, dressing, toileting)				Contact should to be in the presence of parents or guardians and with their informed consent	
					Maintaining professional boundaries which includes ensuring avoiding sexual innuendo or inappropriate language and/or material with students	
					Touching a student without a valid reason is strictly beyond child safe standards	
					Holding conversations of a personal nature or has contact with a student outside the bounds of the professional relationship	
Degree of monopoly	Monopoly on provision of goods and/or services • Medical • Food distribution • Career training sports/ musical)				Consider a practice of pairing staff including men with women staff	
					Brief staff on limitations or boundaries to their relationships with Children	
					Brief staff on the unique position of influence and trust that should not be violated or compromised and that in providing services increases the power imbalance	
Supervision	Involves personnel having unsupervised contact with children				This is a high-risk not easily addressed and should be avoided as articulated in the Child Protection Policy	
	Activities/engagement with children is not observed or monitored				Employees are cognisant of our Child Protection/Child Safe policies and undergone child protection/ child safe training	
	Insufficient number of trained staff to supervise activities/engagement with children				High-risk which should be ameliorated by having assistance from parents or other adults	
Degree of trust	Involves personnel having unsupervised contact with children				This is a high-risk not easily addressed and should be avoided as articulated in the Child Protection Policy	
	Activities/engagement with children is not observed or monitored				Training	
					This risk should be addressed as high-risk	
	Insufficient number of trained staff to supervise activities/ engagement with children				Employees are cognisant of our Child Protection/Child Safe policies and undergone child protection/ child safe training	
					Process for reporting unethical behaviour or breaches of codes of conduct is presented throughout any engagement	

Risk type	Situation	Risk rate			Suggested strategies to address risk	Documented strategy
		Low	Med	High		
Access to property	Access to personal or confidential information relating to a child				Parents or guardians should be informed of this	
					Reporting and recording of this authority	
	Adult has perceived or actual level of authority of a child				Access to information has an audit trail and process for access	
					Employees are cognisant of our Child Protection/Child Safe policies and undergone child protection/ child safe training	
Skills and knowledge required	Working with children specifically requires qualifications to undertake the role				Qualifications and experience should be checked at the time of employment for authenticity and currency	
Child labour	Possibility activity could amount to child labour				Children's labour should not be exploited.	
	Activity may lead to children being removed from school				Transparency and risk of this to be discussed and shared with parents and guardians	
	Children in hazardous work				Circumstances where a child may be removed from school needs to be discussed with parents to ensure clarity of process	
Vulnerability of parent/ carer	Parents true or cognitive age impacts on their ability to protect their children?				Assessment should be made regarding parental support and ability	
					Resources should be sought for adequate support	
	Other challenges that contribute to their ability to provide care? (e.g. psychological, situational				Protective parents do not protect perpetrators therefore judgements should be made with careful assessment when this is available	
	Parents who do not have many support systems?				Legislative protections and branches of government are in place in most countries that can investigate and act in the interests of a child subjected to abuse or neglect	
Vulnerability can include	Physical and mental disabilities, homelessness, child sex workers or parents who are sex workers, children and families impacted by disasters, displaced, migrants, refugees and asylum seekers, children in contact with the law, children that have been subject to trafficking, orphans, unaccompanied minors and the very young				High risk children in this category may incidental contact with our staff whilst they are engaging with work or during breaks, travel, or during social or leisure time especially whilst engaged in overseas work	

Risk assessment conducted by: (signature)	

Annex 6.4

Tetra Tech Statement of Commitment and Reporting Process Poster

Tetra Tech's Statement of Commitment
Child Protection and Child Safety

Tetra Tech International Development has a 'zero tolerance' approach towards child abuse and child exploitation which means:

1. We recognise the shared responsibility of all adults to prevent child exploitation and abuse including physical violence, sexual offences, serious emotional or psychological abuse and serious neglect.
2. Tetra Tech adopts the Australian standards for organisations that work with children and guided by the DFAT Child Protection policy and Guidance notes to protect children from abuse.
3. We are committed to listening to and empowering children and committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
5. We commit to child safety being reflected in our recruitment, selection, induction, leadership and assessing child protection risks across all deployments, planning and activities undertaken.
6. No person will be allowed to work with children or have access to children if they pose an unacceptable risk.

We will take all allegations and concerns very seriously and respond to them consistently in line with the Tetra Tech's policies and procedures including our Child Protection Policy, Code of Conduct and Reporting/Complaints Procedure.

We will report immediately any suspected or alleged case of child exploitation, abuse or policy non-compliance by anyone within scope of this policy.

Reports can be made through:

Speak to your supervisor
Program safeguarding focal point

Email
child.protection@tetratech.com

Make an anonymous report through
Tetra Tech's website

Call the COZ Safeguards Hotline on
+61 8 8375 4433
or via Microsoft teams
'COZ Safeguards Hotline'

Post to
Ground floor, 422 King William Street
Adelaide, SA, 5000

Further information

Tetra Tech's Child Protection Policy, Tetra Tech's Child Protection Reporting/Complaints Procedure, and Tetra Tech's Code of Conduct and Client Services Standards can all be found on the Project Portal under the Working with Vulnerable People tab.

DFAT Child Protection Policy can be found at:
dfat.gov.au/childprotection



TETRA TECH

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06/2024 COZ