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**Asia Pacific Forum of National Human Rights Institutions**

**CHILD SAFETY CODE OF CONDUCT**

This Child Safety Code of Conduct is also available on the [APF’s website](https://www.asiapacificforum.net/resources/apf-child-protection-policy/).

APF Forum Councillors, APF staff, non-APF staff personnel, including APF volunteers, interns, contractors and consultants, and APF-funded NHRIs, NGOs, CSOs and/or their respective personnel undertaking business on behalf of the APF are required to abide by this Code of Conduct and are expected to adhere to the following behaviours while they are performing those duties:

* Treat all 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[[1]](#footnote-1) or sexual activity,[[2]](#footnote-2) including paying for sexual services;
* Wherever possible, ensure that another adult is present when working near children;
* Not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger;
* Not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor’s permission must be obtained, and ensuring that another adult is present if possible (nothing that this does not apply to an individual’s own children);
* Never use any computers, mobile phones, video cameras or social media to exploit or harass children, or 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;
* Immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures;
* Immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with the APF; and
* Be aware of behaviour and avoid actions or behaviours that could be perceived by others as contravening the APF’s policies, procedures or this Code of Conduct.

These behaviours are not intended to interfere with normal family interactions.

**When photographing or filming a child or using children’s images for work-related purposes:**

* Take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child;
* Obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided;
* Ensure photographs, films, videos and other forms of multimedia 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;
* Ensure images are honest representations of the context and the facts; and
* Ensure file labels, meta data or text description do not reveal identifying information about a child when sending images electronically or publishing images in any form.

I, *<enter full name>* , agree to abide by the APF’s Child Safety Code of Conduct; and understand that if I am found to be in breach of this Code, I will face disciplinary action, including and up to termination of employment or cessation of engagement with the APF.

Signed: …………………………………………………

Position and Organisation: ……………………………….

Date: ………./………./……….

**Witnessed by:**

Signed: …………………………………………………

Full name, Position and Organisation: ……………………………….

Date: ………./………./……….

1. As defined under the Criminal Code Act 1995 of Australia [↑](#footnote-ref-1)
2. As defined under the Criminal Code Act 1995 of Australia [↑](#footnote-ref-2)