

## **Fairtrade ANZ**

### **Policy for the Protection and Safeguarding of Children and Vulnerable Adults**

#### **Purpose and Objectives**

Fairtrade ANZ respects the right of children (including youth) and vulnerable adults to protection, regardless of gender, race, culture and disability. Fairtrade ANZ recognizes the power dynamics inherent in working with children and vulnerable adults and the potential for abuse, violence and exploitation by staff of people we work with.

Fairtrade ANZ is committed to creating and maintaining an environment which promotes its core values and prevents abuse, violence and exploitation of all people. Fairtrade ANZ staff and associates are expected to uphold the dignity of all people with whom they come into contact by ensuring that their personal and professional conduct is of the highest standards at all times. They are equally expected to serve with integrity and promote ethical relationships while undertaking their responsibilities.

Fairtrade ANZ acknowledges the unique needs of children and vulnerable adults and, therefore, commits itself to creating and maintaining an environment that protects these individuals.

**The purpose of this mandatory policy** is to identify and develop a common understanding of protection issues and good practice across the areas in which Fairtrade ANZ operates and thereby increase accountability in this crucial aspect of our work. It aims to provide a management strategy to prevent abuse of children and vulnerable adults and protect them in the course of our work, providing clear guidelines on what to do in the case of suspected abuse.

It also ensures that staff and other representatives involved in working with and protecting children and vulnerable adults are protected and have clear code of conduct protocols to follow.

#### **Related Policies**

- Fairtrade International Policy for the Protection of Children and Vulnerable Adults;
- Fairtrade ANZ Protection from Sexual Exploitation and Abuse Policy;
- Fairtrade ANZ Equal Opportunity (Anti-Discrimination, Harassment, Bullying and Victimisation) Policy;
- Fairtrade ANZ Complaints Policy;
- Fairtrade ANZ Whistleblowing Protection Policy;
- Fairtrade ANZ Code of Conduct;
- Fairtrade ANZ Capacity Building Policy; and
- Fairtrade ANZ Partnerships Policy.

#### **Scope of Policy**

This policy is mandatory for all persons who undertake work for, with, or on behalf of, Fairtrade ANZ. This includes all staff members, Board and committee members, consultants, contractors and vendors, volunteers and interns. The policy also covers partners engaged or contracted by Fairtrade ANZ for projects or activities as well as program visitors including journalists, politicians, celebrities and donors.

All persons within the scope of this policy (referred to as **Fairtrade ANZ staff and associates**) must

familiarise themselves and comply with this mandatory policy.

This policy is available on the Fairtrade ANZ's website and internal server.

## Definitions

### Child

A child is as anyone who has not yet reached their 18th birthday. National law or local customs may use different definition; however, Fairtrade's position is all persons under the age of 18 should receive equal protection regardless of local age limits.

### Vulnerable Adult

A person who is 18 years of age or over, and who is or may be at greater risk of significant harm due to factors such as gender, age, mental or physical health, or as a result of poverty, inequality or experience of displacement, war or crisis.

### Protection

The responsibility and measures taken to prevent and respond to abuse, violence, neglect and exploitation of a child or vulnerable adult. This includes building awareness, promoting training, identifying and responding to all complaints, monitoring and evaluating protection structures, and taking personal responsibility.

### Abuse

Any action or inaction that causes harm to another person. It can include physical abuse, emotional abuse, sexual abuse and neglect. It also includes abuse online and/or through mobile technology. There are various types of abuse including:

**Physical abuse:** may involve hitting, punching, shaking, throwing, kicking, poisoning, biting, burning or scalding, drowning, suffocating or otherwise causing intentional physical harm to a child or vulnerable adult.

Signs of physical abuse include:

- Bruises, burns, sprains, dislocations, bites and cuts
- Improbable excuses given to explain injuries
- Injuries which have not received medical attention
- Injuries that occur to the body in places that are not normally exposed to falls, rough games etc.
- Repeated urinary infections or unexplained stomach pains
- Refusal to discuss injuries
- Withdrawal from physical contact
- Imposed inappropriate clothing
- Fear of returning home or of parents being contacted
- Showing wariness or distrust of adults
- Self-destructive tendencies
- Being aggressive towards others
- Being very passive and compliant
- Constantly running away

**Emotional abuse:** the persistent emotional ill treatment of a child or vulnerable adult so as to cause severe and adverse effects on emotional development. It may involve: conveying to children that they are worthless or unloved; that they are inadequate or valued only insofar as they meet the needs of

another person; age or developmentally inappropriate expectations being imposed on children; causing children frequently to feel frightened; verbal abuse; being threatened with abandonment or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may also occur alone.

Signs of emotional abuse include:

- Physical, mental and emotional development is delayed
- Highly anxious
- Showing delayed speech or sudden speech disorder
- Fear of new situations
- Low self-esteem
- Inappropriate emotional responses to painful situations
- Extremes of passivity or aggression
- Drug or alcohol abuse
- Constantly running away
- Compulsive stealing
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Attention-seeking behavior
- Persistent tiredness
- Lying

**Sexual abuse:** involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (i.e. rape) or non-penetrative acts. They may include non-contact activities, such as involving children in the production or viewing of pornographic material or encouraging children to behave in sexually inappropriate ways. Children should not receive money, assistance, services or any items in exchange for sex. Children involved in commercial sex work are victims of sexual abuse, whether they perceive themselves as victims or not.

Signs of sexual abuse include:

- Pain or irritation to the genital area
- Vaginal or penile discharge
- Difficulty with urination
- Infection, bleeding
- Sexually transmitted diseases or infections
- Fear of people or places
- Aggression
- Regressive behaviours, bed wetting or stranger anxiety
- Excessive masturbation/sexually provocative
- Stomach pains or discomfort walking or sitting
- Being unusually quiet and withdrawn or unusually aggressive
- Suffering from what seem physical ailments that cannot be explained medically
- Showing fear or distrust of a particular adult
- Receiving special attention from an adult or a new “secret” friendship with an adult or young person
- Refusal to continue with school or usual social activities
- Age inappropriate sexualized behaviour or language

**Neglect:** the persistent failure to meet a child or vulnerable adult's basic physical or physiological needs, likely to result in serious impairment of the child's health or development.

Indicators of neglect include:

- Medical needs unattended
- Lack of supervision
- Inadvertent or willful disregard of a person in noticeable need of care
- Consistent hunger
- Inappropriate dress
- Poor hygiene
- Inadequate nutrition
- Fatigue or listlessness
- Self-destructive
- Extreme loneliness
- Extreme need for affection
- Failure to grow
- Poor personal hygiene
- Frequent lateness or non-attendance at school
- Low self-esteem
- Poor social relationships
- Compulsive stealing
- Drug or alcohol abuse

## Policy Statement

1. Fairtrade ANZ is committed to protect children and vulnerable adults guided by the following principles:
  - a. **Awareness:** we will ensure that all board members, staff and partners as well as stakeholders involved in projects are aware of the problem of child abuse and the risks to children and vulnerable adults.
  - b. **Prevention:** we will ensure, through awareness and good practice, that all board members, staff and partners minimize the risks to children and vulnerable adults.
  - c. **Reporting:** we will ensure that all board members, staff and partners are clear on what steps to take where concerns arise regarding the safety of children and vulnerable adults.
  - d. **Responding:** we will ensure that appropriate actions are taken to support and protect children and vulnerable adults where concerns of abuse arise.
2. Fairtrade ANZ prohibits all forms of exploitation and abuse, namely all Fairtrade ANZ staff and associates are:
  - a. prohibited from engaging in sexual activity with children (persons under the age of 18, regardless of the age of majority or age of consent locally). Mistaken belief regarding the age of a child is not a defense.
  - b. prohibited from causing any physical or emotional harm to children or vulnerable adults.
  - c. prohibited from the exchange of money, employment, goods, or services for sex, including sexual favours.
  - d. prohibited from any form of humiliating, degrading, or exploitative behavior toward children, women, and vulnerable adults.
  - e. not to use their power or position to withhold assistance or services, or to give preferential treatment.

- f. prohibited from using their power or position to request or demand payment, privilege, or any other benefit.
  - g. prohibited from engaging in trafficking in human beings, in all forms.
3. Fairtrade ANZ will not permit a person to work with children or vulnerable adults if it has been identified that they pose an unacceptable risk to their safety or well-being (see in particular Preventative Measures below).
4. Fairtrade ANZ takes all abuse, neglect, exploitation and violence concerns raised seriously and responds in a timely manner.
5. Fairtrade ANZ supports and protects everyone who raises concerns in good faith as well as subjects of concern (see also Fairtrade ANZ's Whistleblowing Protection Policy).
6. Fairtrade ANZ will act appropriately and effectively in instigating or cooperating with any subsequent process of investigation, in the best interests of the subject concerned.
7. Fairtrade ANZ will work in partnership to ensure the protection of children and vulnerable adults.

## Child and Vulnerable Adults Safeguarding Code of Conduct

All Fairtrade ANZ staff and associates must read, sign and comply with the Child and Vulnerable Adults Safeguarding Code of Conduct, which is attached to this policy. This Safeguarding Code of Conduct outlines the standards of behaviour required by all Fairtrade ANZ staff and associates, and their responsibilities in relation to the children and vulnerable adults they come into contact with as a result of their work with Fairtrade ANZ. The Safeguarding Code of Conduct includes specific requirements for the capture and use of images of children and vulnerable adults for work-related purposes.

A failure to comply with the requirements of the Safeguarding Code of Conduct may result in dismissal, suspension or transfer of duties (depending on the severity of the breach).

## Preventative Measures

### Safe Recruitment

In recruiting employees, we employ strategies to maximize the likelihood that we are hiring exclusively adults who will appropriately safeguard the welfare and safety of all children and vulnerable adults.

These means include:

- prominently stating our commitment to practices that safeguard the welfare and safety of all children and vulnerable adults on the employment section of our website.
- assessing all positions for the level of risk in relation to contact with children. Applicants to positions working directly with children will be required to possess relevant qualifications and/or experience working with children and will be subject to a higher level of screening.
- confirming the identity and work history of applicants.
- including behavioral-based screening questions in our interview process to assess candidates' fitness to work with children and vulnerable adults.
- requiring a minimum of two verbal reference checks for all preferred candidates. For positions working directly with children, questions in our reference checks will include questions about the applicant's suitability to work with children and vulnerable adults.
- requiring police or equivalent checks from all preferred candidates.
- requiring all appointed employees to read this policy and sign the Safeguarding Code of Conduct (as attached to this policy).
- including a provision in all Fairtrade ANZ employment contracts for the prevention of a person from working with children or vulnerable adults if they present an unacceptable risk and

dismissal, suspension or transfer to other duties of any employee who breaches the Safeguarding Code of Conduct (as attached to this policy).

Fairtrade ANZ follows all national and international laws regarding data privacy. We seek to balance individual privacy with our obligation to safeguard a child and vulnerable adult's welfare and safety. In this context, we consult and seek advice of the national and international agencies including the International Taskforce on Child Protection (<https://www.cois.org/about-cis/child-protection/international-taskforce-on-child-protection>), the Australian Charities and Not-for-Profit Commission, ACFID and CID (NZ).

## Induction and Training

All Fairtrade ANZ staff and associates will undergo an induction that includes familiarisation with this policy. All Fairtrade ANZ staff, volunteers and Board members must confirm acknowledgement of this policy and the Safeguarding Code of Conduct. All Fairtrade ANZ staff and Board Members will also be provided with refresher policy training.

## External partners working with children and vulnerable adults

Fairtrade ANZ requires all partners engaged or contracted by Fairtrade ANZ for projects or activities as well as program visitors including journalists, politicians, celebrities and donors to comply with this policy and the requirements Safeguarding Code of Conduct. This requirement is included in all relevant Fairtrade ANZ service agreements.

Fairtrade ANZ requires all partners and service providers to screen their employees appropriately to ensure that potential employees do not have a formal history of concerned behaviour towards children or vulnerable adults.

Fairtrade ANZ expects all employees of partners and service providers to sign a statement indicating that they have read and are aware of our policies concerning the welfare and safety of children and vulnerable adults.

## Roles and Responsibilities

### Board

The Fairtrade ANZ Board has overall responsibility for monitoring the outcomes of this policy and ensuring Fairtrade ANZ effectively works towards protection of children and vulnerable adults.

### Protection Officers

To assist with the implementation and monitoring of this Policy, Fairtrade ANZ has appointed Producer Support Program Manager, Rachel Levine ([r.levine@fairtrade.org.nz](mailto:r.levine@fairtrade.org.nz)) and Gender Advisor, Madison Stroomer ([madison@fairtrade.org.nz](mailto:madison@fairtrade.org.nz)), as the Protection Officers. Should there be a conflict of interest in the role of these individuals and the allegations reported, the Fairtrade ANZ Chief Executive Officer will nominate a replacement.

Broad areas of responsibility for the Protection Officers include:

- ensuring this Policy is implemented by Fairtrade ANZ and all those who work on behalf of the organisation.
- acting as a first point of contact for Fairtrade ANZ staff and associates on all protection issues.
- enabling Fairtrade ANZ and producer organisations within Fairtrade ANZ's geographical scope of producer support services to maintain a list of local specialist protection welfare agencies or experts.
- providing advice and support to staff, representatives and/or producer organisations concerned about a protection issue and deciding what action to take.
- escalating all concerns regarding a breach or potential breach of this policy to the Fairtrade ANZ

Chief Executive Officer, Fairtrade International Chief Executive Officer and Fairtrade International Chief Operating Officer in a timely and safe manner.

- under the overall direction of the Fairtrade ANZ Chief Executive Officer and the Fairtrade International Chief Executive Officer, referring cases directly or through the producer organisations to local specialist protection welfare agencies or experts as appropriate.
- acting as key contact for statutory agencies and external investigators during and following any formal investigations.
- keeping accurate records that are data protection compliant.
- ensuring that when on leave or absent from work for any significant period, that the role of Protection Officer is suitably covered by another member of staff.

### CEO and Leadership Team

The CEO and all members of the Fairtrade ANZ Leadership Team have a key role in implementing this policy by:

- actively and regularly bringing this policy to the attention of all staff in order to promote the aims of this policy.
- ensuring that all staff are aware of their responsibilities and expectations of behaviour.
- ensuring their own behaviour complies with this policy, is beyond reproach and is consistent with maintaining the dignity of all their staff, particularly when managing issues of poor performance or conduct associated with the policy.
- being responsive and supportive to any member of staff who raises concerns regarding abuse of a child or vulnerable adult. Ensuring that all complaints are taken seriously and dealt with promptly, sensitively and confidentially.

### All Employees

Every member of staff is responsible for contributing to a conducive and safe working environment in which the dignity of others is respected. In particular, all employees must:

- treat children and vulnerable adults with dignity and respect regardless of any differences.
- comply with this policy and participate in the processes outlined.
- report any concerns regarding abuse of a child or vulnerable adult immediately to Protection Officer.

## Reporting on Protection

If abuse, exploitation or neglect towards children or vulnerable adults is suspected or has occurred, Fairtrade ANZ requires that the employee or party working on behalf of the organisation immediately reports the case to their line manager and Fairtrade ANZ's Protection Officers. A Protection Reporting Form (See Appendix A) is provided and must be used. All concerns raised will be treated seriously and with sensitivity and confidentiality. Any person who reports concerns will be protected by Fairtrade ANZ's Whistleblowing Policy and no adverse action will be taken against staff and/or any person acting on behalf of Fairtrade ANZ who raises a concern in good faith, even if a further investigation finds the concern to be unfounded. However, if this person makes an intentionally false or malicious accusation, they could face disciplinary action by Fairtrade ANZ in consultation with Fairtrade International.

### Duty to Report

Every Fairtrade ANZ staff member and associate who discovers that a child and vulnerable adult is being or at risk of being abused, exploited and/or neglected, including a subject of human trafficking or bonded labour, must report it to their line manager and the Protection Officer. The Protection Officer will report it to Fairtrade ANZ Chief Executive Officer, Fairtrade International Chief Executive Officer and Fairtrade International Chief Operating Officer, who will report it further to Fairtrade International's Protection Committee.

**If there is any doubt, it is better to report it rather than disregard it.**

## What to Report

Grounds for concern that must be reported to the Fairtrade ANZ Protection Officers include, but are not limited to, abuse, exploitation or neglect relating to:

- all forms of slavery or practices similar to slavery, such as the sale and trafficking of children or adults, debt bondage and serfdom and forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict;
- the use, procuring or offering of a child or adult for prostitution, for the production of pornography or for pornographic performances;
- the use, procuring or offering of a child or adult for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties;
- work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, growth, safety or morals of children or adults;
- work which prevents the child or adult from enjoying their rights to a name and nationality;
- a specific indication from a person that they are being physically or sexually abused or harassed or gives reason to suspect that they or another person or persons are being abused or harassed;
- a specific indication from a person that their movement is being restricted or is isolated, they face intimidation or threats, their wages or identity papers are being withheld, or that they are working in significant abusive working and living conditions, including working unreasonably and unpaid overtime;
- a statement from a person who witnessed, heard of, is concerned about, or suspects that abuse is happening; and
- any other breach of this Policy.

## Allegations handling

Any concerns, allegations or disclosures must be recorded in writing, signed and dated, and communicated as soon as possible to Fairtrade ANZ's Protection Officers and will be treated as an allegation rather than proven at that point. All such records will be treated as extremely confidential and only passed onto the persons specified in this Policy. It is the responsibility of each individual in possession of the information to maintain confidentiality (see data handling below).

Once an allegation is received by Fairtrade International, a response committee will be established (comprising a Protection Officer, the Fairtrade ANZ CEO and a representative appointed by Fairtrade International) and take steps to gather information for a rights-based assessment and investigation and provide support to the alleged victim. This will include, where appropriate, working in consultation with expert organisations or representatives and safely reporting the case(s) to a designated protection agency or agent where available, ensuring the prolonged safety of the impacted persons.

## Rights-based assessment and protection

Fairtrade ANZ will take all reasonable steps to assure the protection of the impacted persons when reporting the case and all care must be given to ensure that the determination of the abuse, exploitation and/or neglect when reporting does not cause further harm. In order to protect and safeguard children and vulnerable adults, it may be necessary to take immediate action to ensure that the safety of the victim and that further abuse, exploitation or violence cannot take place. The best interests of the victim and the desire to secure the best outcomes for the victim should always govern decisions regarding what action should be taken in response to concerns.

Some concerns might require reporting to authorities or police. In these circumstances, based on relevant regulations, the Protection Officers will assess with their team of decision makers on a case-by-case basis what steps to take. If the concerns are reported to government authorities, the Protection Officers will assist the authorities wherever possible.

It is the responsibility of the national protection agency to investigate, with the police if necessary, and decide on the best plan to remove the child or vulnerable adult and ensure prolonged safety. It is important to note that while the child or vulnerable adult needs to be removed from the abusive or exploitative condition, care must be taken to ensure the removal does not put the impacted persons at risk of being further abused, exploited or ending up in even worse situations. In some cases, further



investigation and engagement with the impacted child or vulnerable adult will be necessary prior to further action being undertaken or the case being referred to the relevant national protection agency in order to ensure the best interests of the child or vulnerable adult are protected.

## Storage of information

Files are kept in a secure location and are protected with the security measures that safeguard confidential files. **Any concerns, allegations or disclosure must be written down at the time or as soon as possible after the concern has been raised. Records must be signed and dated by the reporting party, the Protection Officers and the relevant line managers. Records must be kept in a safe place which is not accessible to those outside the reporting process or structure. Records must be locked away. Information may only be shared with relevant parties, including expert organisation and/or national protection agencies or their representatives and it must always be done in such a way that confidentiality is maintained.**

## Communications

All information related to protection of children and vulnerable adults is privileged information of Fairtrade ANZ and Fairtrade International and as such, communication (internally and externally) on this information will follow strict procedures as indicated in this policy.

**At no time can any one person decide alone to disclose protection information to another party.** Any person with sensitive information who considers disclosure to a third party is necessary or in the best interests of the child or vulnerable adult must first discuss the wish to share the information with Fairtrade ANZ's Protection Officers.

All information on protection issues is sensitive by its very nature and all care must be taken when communicating this information with those approved to receive it, especially when communicating via email. It is responsibility of both the provider(s) and receiver(s) of protection information to ensure that only the intended recipients of the information are able to access it.

## Approval and Review

This policy has been viewed and is recommended for approval by Molly Harriss Olson, CEO Fairtrade ANZ. This policy has been approved by the Fairtrade ANZ Board.

This policy will be reviewed once every 3 years.

Board Approval Date	Version	Notes
30 August 2019	v.2	Updated to reflect Fairtrade International Policy and the Protection Policy against Sexual Exploitation
October 2020	v.3	Updated to be consistent with Fairtrade International Template Policy and ACFID Code of Conduct Requirements

# CHILD AND VULNERABLE ADULTS SAFEGUARDING CODE OF CONDUCT

Fairtrade ANZ is committed to fighting the root causes of child and forced labour and proactively preventing the abuse, neglect and exploitation (including sexual exploitation) of children and vulnerable adults. As outlined in Fairtrade ANZ's Protection Policy for Children and Vulnerable Adults (**Protection Policy**), to which this code of conduct is attached, all Fairtrade staff and associates must sign a code of conduct regarding the protection of children and vulnerable adults, the behaviour expected of them and their responsibilities in relation to the children and vulnerable adults they come into contact with as a result of their work with Fairtrade ANZ.

## Core commitments

All Fairtrade staff and those that represent Fairtrade ANZ commit to the following:

- to comply with all requirements of Fairtrade ANZ's Protection Policy and this Code of Conduct;
- to report any concerns they may have about the protection of children and vulnerable adults;
- to observe confidentiality and not talk about any situations of actual or suspected abuse, exploitation and/or neglect that occurs except in accordance with Fairtrade ANZ's Code of Conduct.
- to comply with all relevant Australian, New Zealand, and local legislation, including labour laws in relation to child labour.

## Standards of Behaviour

Fairtrade ANZ staff and associates must remain aware of perceptions and appearances in their language, actions, and relationships to children and vulnerable adults and safeguard them from harm. Fairtrade ANZ staff and associates should be aware at all times to uphold the dignity of each child and vulnerable adult, and treat them with respect.

Fairtrade ANZ staff and associates must in all times:

- treat children and vulnerable adults with respect regardless of race, colour, gender, sexual orientation, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- provide a welcoming, inclusive and safe environment for children and vulnerable adults that prevents all forms of abuse, exploitation and neglect;
- not work under the influence of alcohol or use, or be in possession or under the influence of, illegal substances whilst at work on Fairtrade ANZ premises or when working outside Fairtrade premises;
- try to listen to children and vulnerable adults, be aware when interacting with them (i.e. in terms of language, conversation, touch and gestures);
- respect cultural differences which do not harm children or vulnerable adults;
- wherever possible, ensure that another adult is present when working in the proximity of children;
- not initiate any unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes;
- not use language or behaviour towards children and vulnerable adults that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- not engage children and vulnerable adults in any form of sexual activity or acts, including paying for sexual services or acts where, under the law(s) applicable to the child, the child is below the age of consent or the act(s) are an offence under relevant laws;
- not invite unaccompanied children to private properties without the permission of their parent/guardian, unless they are at immediate risk of injury or in physical danger;
- not sleep in the same room as children without an adult parent or guardian present;

- use any computers, mobile phones, or video and digital cameras appropriately, and never exploit or harass children and vulnerable adults or access child pornography through any medium (see also 'Use of images for work-related purposes' below);
- refrain from corporal punishment, physical punishment or discipline of children and vulnerable adults;
- not develop 'special relationships' with specific children or showing favouritism through the provision of gifts or inappropriate attention or doing things for child of a personal nature that they are able to do for themselves;
- refrain from hiring 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.

### Use of images of children and vulnerable adults for work-related purposes

No Fairtrade ANZ staff or associates will photograph, audio tape or video tape children and adults in vulnerable situations (e.g., in child or forced labour or in sexual abusive conditions). The only exception is to provide evidence of the infringement in a sensitive manner so as to protect the victim's interest.

When photographing or filming a child or adult for work-related purposes, Fairtrade ANZ staff and associates must:

- before photographing or filming a child or adult, assess and endeavour to comply with local traditions or restrictions for reproducing personal images;
- before photographing or filming a vulnerable adult or child, explain how the photograph or film will be used and obtain explicit consent from the vulnerable adult, child and parent or guardian, respectively for the photography and filming and subsequent use (see Appendix B – Photography Consent Form); and;
- ensure photographs, films, videos and DVDs present children and vulnerable adults in a dignified and respectful manner and not in a vulnerable or submissive manner. children and vulnerable adults should be adequately clothed and not in poses that could be seen as sexually suggestive, demeaning or exploitative;
- ensure images are honest representations of the context and the facts; and
- ensure file labels do not reveal identifying information about a child or vulnerable adult when sending images electronically.

I, \_\_\_\_\_, confirm that I have read Fairtrade ANZ's Protection Policy for Children and Vulnerable Adults and the associated Code of Conduct, and I agree to comply.

Signature:

Date:

## APPENDICES

A: Protection Reporting Form

B: Photography Consent Forms

**Fairtrade ANZ Policy for the Protection and Safeguarding of Children and Vulnerable Adults**  
**Appendix 1 – Reporting Form**  
**Suspicion of Abuse or Exploitation of a Child or Vulnerable Adult**

Instructions

The purpose of this Report Form is to report any suspicious activity of abuse or exploitation for Fairtrade ANZ to assess and determine next course.

Any suspicion or concern of neglect, abuse, violence or exploitation of a child or an adult must be reported. If you are unable to complete all of the sections, fill in what you do know. If there is more than one victim, please complete a separate report for each victim. The reporter's identity will not be disclosed except on a "need-to-know" basis. Fairtrade ANZ is committed to addressing and responding to all reports.

If an immediate threat to life exists or if emergency assistance is needed, please contact the relevant local authorities and alert your line manager and Protection Officer at once.

You will not face retaliation on grounds of a report made in good faith. Any reports of suspected abuse of exploitation of children or vulnerable adults are protected by Fairtrade ANZ's Whistleblowing Protection Policy.

Where possible, please report using the form below. However, Fairtrade ANZ will also accept and manage reports received in other formats in order to enable the best and quickest relief to the child or vulnerable adult affected.

**Reported by:**

Does the reporter wish to be identified?    ☐ yes    ☐ no

**If yes,**

Name: \_\_\_\_\_ (first name, last name)

Phone Number: (       ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of

Organization: \_\_\_\_\_

Job Title: \_\_\_\_\_

**Alleged Victim:**

Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Language Spoken: \_\_\_\_\_

Name: \_\_\_\_\_ (first name, last name)

Nickname: \_\_\_\_\_ (if applicable)

Address: \_\_\_\_\_

Phone Number: (       ) \_\_\_\_\_

Email Address: \_\_\_\_\_

If the identity of victim is unknown,

Approximate Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Does the victim have a physical impairment or disability?

☐ yes, please describe: \_\_\_\_\_☐ no ☐ not known

Other information: \_\_\_\_\_

**Caregiver/Guardian/Relative:** ☐ Unknown

Name: \_\_\_\_\_ (first name, last name)

Address: \_\_\_\_\_

Phone Number: (       ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Approximate Age: \_\_\_\_\_ Gender: \_\_\_\_\_

**Incident Detail:**Type of Incident: *(Check all that apply)*

- ☐ Physical Abuse (e.g. hitting, kicking, shaking)
- ☐ Sexual Abuse (e.g., fondling, kissing, non-contact sexual activity, rape)
- ☐ Exploitation (e.g. sex trafficking, forced prostitution, survival sex, child labour, forced labour, trafficking for labour purposes, bonder labour etc.)
- ☐ Emotional Abuse (e.g. intimidation, threats, humiliation, bullying)
- ☐ Other: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Date of acknowledging the incident: \_\_\_\_\_

Location: \_\_\_\_\_

Country: \_\_\_\_\_

Victim's Physical and Emotional State: *(Check all that apply)*

- ☐ Cuts, bruises, welts, scratches
- ☐ Behavioral changes (e.g., angry, crying, acting out, withdrawn, sudden illness)
- ☐ Others: \_\_\_\_\_

Was the victim in immediate danger prior to completing this form?

☐ yes ☐ no

Were the proper authorities and senior management contacted (as appropriate)?

☐ yes ☐ no

Signature by Reporter: \_\_\_\_\_ Date: \_\_\_\_\_

**Fairtrade ANZ Policy for the Protection and Safeguarding of Children and Vulnerable Adults**  
**Appendix 2 – Photography Consent Forms**

**CHILD PHOTOGRAPHY CONSENT/ MEDIA RELEASE FORM**

*The below can be read by or read to the person whose content we are gathering — always in their own language.*

I, (print full name) \_\_\_\_\_, parent or official guardian of (child's name) \_\_\_\_\_ grant permission to Fairtrade Australia & New Zealand, its employees or representatives, to take and use *(strike out any that do not apply)*:

- -photographs/ digital images
- -videotape
- -audio recording or quoted remarks

of (child's name) \_\_\_\_\_ for the following purposes *(strike out any that do not apply)*:

- use in any promotional or educational materials connected with Fairtrade's work; OR
- use for *(insert specific use if consent is provided on a more limited basis)*

\_\_\_\_\_  
\_\_\_\_\_

I understand that these materials may include printed or electronic publications, websites and/or other electronic communications for the above purpose.

*(strike out if does not apply)* I also understand that these materials may be used by other Fairtrade offices around the world, as well as external partners to promote Fairtrade and our work.

I authorise the use of these materials indefinitely without compensation to me or my child. All negative, positives, prints, digital reproductions and video and audio recordings shall be the property of Fairtrade Australia & New Zealand.

\_\_\_\_\_  
(Name of parent or guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of parent or guardian)

\_\_\_\_\_  
(Name of Fairtrade ANZ staff member/witness)

\_\_\_\_\_  
(Signature of Fairtrade ANZ staff member/witness)



## ADULT PHOTOGRAPHY CONSENT/ MEDIA RELEASE FORM

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\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Name of Fairtrade ANZ staff member/witness)*

\_\_\_\_\_  
*(Signature of Fairtrade ANZ staff member/witness)*