



Policy Name: Safeguarding People Policy			
Policy No	19	Version	Final
Drafted by	MSA	Initial Approval Date	June 2019
Policy Owner	ED	Review period/date	Yearly (November)
Focal points	CM		
Definition	Safeguarding means actions, policies and procedures that create and maintain protective environments to promote and protect people's health, wellbeing and human rights. This enables them to live lives free from harm, including exploitation and abuse. A safeguarding approach means minimising the risk of Harm to children and adults arising from our projects and activities and includes responding appropriately to any safeguarding concerns ¹ about children and adults within communities where we work.		

1. Purpose

Live and Learn Environmental Education (LLEE) is committed to ensuring that its activities are implemented in a safe and productive environment which prevents harm and avoids negative impacts on the health and safety of all people, particularly children, vulnerable people and disadvantaged groups.

LLEE has a zero-tolerance approach to sexual exploitation, abuse and harassment of any kind.

LLEE recognises the importance of appropriate professional conduct in protecting people and our reputation and creating harmonious and productive workplaces and projects. This policy lays out the guiding principles and commitments of LLEE and informs personnel, network offices, representatives, partners and visitors, hereinafter referred to as “relevant stakeholders” to our projects, of their responsibilities in relation to safeguarding.

2. Scope

This policy applies to all LLEE Australia and network offices’ workplace and projects.

3. Policy

LLEE recognizes the significance of effectively addressing its ‘duty of care²’ to guarantee the safety and protection of all people particularly children, vulnerable people and disadvantaged groups.

LLEE expects all relevant stakeholders to comply with this policy and in particular report safeguarding concerns to the Executive Director (ED) in Australia. If outside Australia this should be the Country Director (CD)³.

¹ Safeguarding Concern means when someone is worried about harm to or the safety or well-being of a child or adult or themselves because of something seen, heard or experienced, or information that has been given to them. A safeguarding concern can involve someone at LLEE, or from another organisation, endangering the safety or wellbeing of others, for example, by not following the Safeguarding Code of Conduct or otherwise breaching this Policy.

² a moral or legal obligation to ensure the safety or well-being of others.

³ If the allegation is about the ED, the report should be escalated by the CD to the Chairperson of the Board.



LLEE will treat all allegations of misconduct seriously and will respond promptly and confidentially. After thorough investigation, personnel, partners or representatives found to have breached this Policy may have corrective, disciplinary or remedial action taken against them. Where the matter is so serious, LLEE may be obliged to suspend or terminate the contract or appointment of personnel, representatives, partners and/or report the breach to a relevant professional or legal organisation or authority.

This Policy will be reviewed every three years by the Board. The Executive Director is responsible for preparing this review.

4. Guiding Principles

This Policy is guided by and follows the ACFID Code of Conduct, DFAT's Child Protection Policy and Preventing Sexual Exploitation, Abuse and Harassment Policy and the ACNC's External Conduct Standard 4: Protection of vulnerable individuals.

The guiding principles of this policy that underpin LLEE's safeguarding functions, actions and decisions regarding both children and adults are as follows;

Respect and protection - all people deserve care, respect and protection. Safeguard, support and represent those in greatest need.

Empowerment – support and encourage people to act autonomously and make informed decisions with consent.

Culture - create a culture that supports safeguarding, prevents harm and protects people.

Prevention – it is better to take action before harm occurs.

Protection –Safeguard, support and represent those in greatest need.

Partnership – embed international, national and local solutions by working with communities, which have a critical part to play in preventing, detecting and reporting safeguarding concerns.

Accountability and Transparency – be accountable and transparent in all aspects of safeguarding and respond actively and appropriately to safeguarding concerns.

Risk Management – Ensure controls are in place to manage and monitor the risk of harm and abuse in its workplace and projects, and ensure processes are adhered to.

The guiding principles that underpin the conduct of our Personnel, Representatives, Partners and visitors to our Projects are set out in LLEE's Safeguarding Code of Conduct in Annex 1.

5. Commitments under this policy

To protect and maintain the safety of all people LLEE is committed to establishing and maintaining systems and processes that create a safe environment, prevent abuse and act expeditiously when intervention is required. This system will comprise of;

5.1 Culture & Empowerment

LLEE is committed to;



- Creating a culture that supports the provision of a safe and inclusive workplace and projects where all are treated with dignity, courtesy and respect.
- Actively promote awareness of this policy and communicate its approach to all relevant stakeholders including beneficiaries in a way that is accessible and clear in languages and formats they understand.
- Implement processes for the use of images and personal information for promotion and development education to ensure the privacy and safeguarding of people.
- Develop communication guidelines that address safeguarding, particularly with respect to the use of children's images and personal information.

5.2 Prevention

Safeguarding Code of Conduct

LLEE has zero tolerance for and strongly condemns all forms of harm to people, including abuse, bullying, exploitation, harassment, unlawful discrimination, victimisation and vilification, and categorically states that it is unacceptable in any circumstance. We are committed to ensuring a safe environment and culture for those with whom we come in contact during the course of our work, projects and activities including children, vulnerable adults and all other people.

It's required that all LLEE personnel and representatives sign the Safeguarding Code of Conduct and have a background check completed within the last five years.

For visitors to our projects including institutional donors, corporate donors and strategic partners the above requirement must be satisfied and must be adequately supervised by LLEE personnel or an appropriate partner at all times. If the visitor will not be supervised at all times due to the nature of the project or the duration of the visit, the background check is also required.

Risk Management Process

Assess safeguarding risks at the planning and design phase of new projects and infrastructure support. This should include an assessment of the level of risk based on the likelihood and consequence of that risk occurring and application of management processes to mitigate the risk including appropriate controls.

Ensure the best interests of the child principle is central to risk assessment, risk management and responses to child safeguarding concerns.

Fraternisation

Fraternisation refers to any relationship occurring in the course of conducting business, that involves — or appears to involve — partiality, preferential treatment or improper use of rank or position including but not limited to voluntary sexual behaviour. It includes sexual behaviour not amounting to intercourse, a close and emotional relationship involving public displays of affection or private intimacy and the public expression of intimate relations.

DFAT specifically prohibits Fraternalisation for all non-national individuals engaged in very high-risk context Projects. LLEE supports this position and considers whether the contexts in which they are working gives rise to exploitative sex and fraternisation. The risk assessment process associated with this policy will help to determine the likelihood of transactional sex or fraternisation constituting sexual exploitation.

Safeguarding Training



It's the responsibility of the Executive Director in Australia and Country Director to appoint a Safeguarding Focal Point in each of the regions in which we work, whose role it is to localise this policy and any related procedures. LLEE's Safeguarding Focal Point has the responsibility of safeguarding and harm prevention systems, promoting safeguarding, coordinating child protection training, monitoring compliance to relevant internal and external policies, coordinating policy reviews and to serve as the central contact point for both internal and external queries about safeguarding or safeguarding concerns.

5.3 Partnership

Partners Capacity Assessment

Ensure due diligence and capacity assessments include an assessment of partners with regard to Safeguarding including policy implementation and risk management to prevent Harm.

LLEE's partner organisations are required to have policy(ies) in place to safeguard children and adults equivalent to this policy and any other institutional donor requirements relevant to that partner relationship.

Where partners do not have their own robust equivalent Safeguarding People Policy(ies) in place, consider the level of assessed risk whilst undertaking due diligence and capacity assessment, to build the capacity of the partner to work towards that position including encouraging and supporting them to comply with this policy.

Ensure reference is made to safeguarding compliance in all partnership agreements and equivalent documents including incorporating DFAT and other donor requirements.

5.4 Accountability and Transparency

Promote Safeguarding People Policy

Promote LLEE's commitment to safeguarding to internal and external stakeholders, including on the organisation's public website.

Complaints Resolution process

LLEE provide a safe, effective, accessible and openly promoted process for raising safeguarding concerns.

It is the responsibility of the Country Director or the equivalent position as well as the Executive Director to ensure that the Safeguarding People Policy is adhered to by all relevant stakeholders.

The following complaints management guidelines shall be immediately put into action in the event of a complaint/suspicion/incident:

Report the Incident: Any incident, belief or suspicion of any form of physical or mental violence, injury or abuse, maltreatment or exploitation, including sexual abuse (past or present), by a LLEE employee (full-time, part-time, casual), partner, sponsor, donor, volunteer, Board of Governance member or other related person must be reported immediately to line manager, the Executive Director or a Board of Governance member using the Safeguarding Concern Reporting Form.

Distance the alleged perpetrator: If a child/young person reports an incident to you, the child/young person must be taken seriously and listened to carefully. At no time shall the child be returned to the environment where the alleged abuse occurred or be in contact with the perpetrator.



The best interests of the child/young person may warrant the standing down of a staff member, volunteer or contractor while an investigation commences. Staff members who are stood down will receive full pay and are entitled to a just process that does not pre-suppose guilt or innocence.

Document the incident: As soon as possible (within a period of 24 hours of the disclosure), the notifying staff member must have fully documented the allegation, including the time, place and witnesses.

The allegations will not be discussed or communicated to other people until those allegations have been considered and a decision made by management.

Any allegation or incident which involves any staff member, volunteer, donor or any other person representing LLEE while travelling overseas must be reported to the Country Director or to a person in an equivalent position as well as report to the Executive Director and/or Board of Governance in Australia.

Any matter so advised must be confirmed in writing. The office in which the allegation is made, relevant Country Director is responsible for liaison with LLEE Australia and will follow that country's legislative or internal procedures to investigate and address the allegations.

All LLEE offices will have up to date contact details of:

- Local police and child protection statutory authorities;
- Child welfare support agencies such as counselling, medical services, legal support and so on; and
- Other organizations to draw on for advice or support.

6. Roles and Responsibilities

Board

The Board is responsible for:

- a. creating a culture of Safeguarding at LLEE;
- b. providing governance guidance for LLEE in relation to safeguarding; and
- c. approving this policy.

Executive Director (in Australia), Country Directors

The Executive Director (in Australia), Country Directors is responsible for;

- a. Embedding a safeguarding culture at LLEE.
- b. Ensuring this policy is upheld and will inform the Board of any concerns relating to conduct and/or safeguarding that may present risk to the organisation, its relevant stakeholders, beneficiaries, reputation, operations or other activities
- c. Ensuring progress in relation to conduct and safeguarding activities across the network is included in standard reporting to The Board; and
- d. Hold the Safeguarding Focal Point and the Country Directors accountable to this policy.

Managers

- a. Managers will demonstrate a commitment to Safeguarding and will model appropriate behaviours and practices.
- b. Managers are to communicate this Policy and all related procedures to Personnel during engagement and as required.



- c. Managers will engage with their teams in an open, honest and meaningful way to ensure they understand what is expected of them under this policy.
- d. Managers will constructively participate in the resolution of conduct and/or safeguarding concerns, questions or issues raised by personnel.
- e. If an employee is dismissed for proven harm, managers will disclose this to prospective future employers and/or refuse a reference, depending on details.

Staff at all levels

- Ensure that they are aware of the legal requirements that apply to their work activities and that they comply with them.
- Ensure that they are aware of the Safeguarding People Policy requirements and comply with them
- Report all incidents of breaches of legal and organizational policy requirements, and
- Where appropriate suggest ways in which practices, systems and procedures could be improved to reduce the likelihood of a breach occurring.

1.7 Related Documents

- [Complaints Handling Policy](#)
- [ACFID Code of Conduct](#)
- [DFAT Child Protection Policy](#)
- [DFAT Preventing Sexual Exploitation, Abuse and Harassment Policy](#)



Live & Learn Environmental Education Safeguarding Concern Reporting Form

ALL INFORMATION IN THIS FORM WILL BE TREATED CONFIDENTIALLY

Please email this form to livelearn@livelearn.org

Information about you	
Name	
Position in LLEE or in relation to LLEE	
Telephone (incl. Mobile)	
E-mail	
Date	
Information about the child or adult victim (if more than one affected, please include all)	
Name (if victim request to remain confidential please leave empty)	
Gender	
Current location of victim	
Any additional information about the victim, such as injuries, disability, general impressions.	
What actions have been taken to ensure the victim's safety at present?	
Information on the suspected harm	
What happened?	
When did it take place (date and time)?	
Where did it take place?	
In which LLEE Project?	
Were there witnesses? If yes – who are they and how can they be contacted?	
How did you become aware of this concern?	
Who else has been informed about this concern (include both internal and external e.g. police / doctors)?	
If applicable: Information about the suspected perpetrator/person(s) involved	
Name	
Suspected perpetrator's relationship to victim	
Suspected perpetrator's relationship to LLEE	
Is the suspected perpetrator Australian or living in Australia?	
Current location	



Contact details	
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SAFEGUARDING CODE OF CONDUCT

Live and Learn Environmental Education (LLEE) has zero tolerance for and strongly condemns all forms of harm to people, including abuse, bullying, exploitation, harassment, discrimination, victimisation and vilification, and categorically states that it is unacceptable in any circumstance. We are committed to ensuring a safe environment and culture for those with whom we come in contact during the course of our work, projects and activities including children, vulnerable adults and all other people.

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

Culture

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

Prevention

4. Not cause any person harm by way of abuse, bullying, exploitation, harassment, discrimination, victimisation or vilification.
5. Treat individuals associated with LLEE with respect.
6. Respect the privacy and confidentiality of personal information so that dignity and safety is not compromised.
7. Refrain from using language that is inappropriate, harassing, abusive, sexually provocative, discriminatory, demeaning or culturally inappropriate.
8. Not accept, receive or give inappropriate benefits, gains or gifts.
9. Follow the organisation's Safeguarding People Policy and any associated procedures.
10. Not commit any criminal acts and follow relevant local, state and national law relating to safeguarding people, child protection and labour.
11. Not attend work or our projects while adversely affected by drugs or alcohol, including when driving a motor vehicle, and not smoke on LLEE premises or in LLEE vehicles.

Empowerment

12. Conduct myself in a manner consistent with my position as a representative of LLEE and as a positive role model to children, including adhering to LLEE's values of integrity, action, collaboration and empowerment.
13. Use any computers, mobile phones, video cameras, cameras and social media inappropriately and never to harm people or children nor access exploitative material through any medium.



14. Refrain from photographing people or using their photographs in project or promotional materials, social media or otherwise without their prior informed consent, and I must:

- a. Obtain informed and documented consent of the child and his/her parents or guardians before photography/filming.
- b. Provide an explanation on how the photograph/film will be used.
- c. Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not as vulnerable or submissive. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- d. Ensure images are honest representations of the context and facts.
- e. Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- f. Take care to ensure the local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child or adult.

Protection

15. Take all reasonable steps to protect children and adults from harm.

16. Ensure my response to any safeguarding concern is victim/survivor-centred.

17. In addition, ensure that in any dealing with children during the course of my work or visit, I:

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

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

Partners

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



Accountability and Transparency

19. Confirm there are no charges, convictions or other outcomes of an offence that relate to abuse, exploitation or any other harm by me. If such confirmation cannot be provided, immediately disclose to LLEE any such charges, convictions or outcomes.

20. Immediately report any safeguarding concern including possible or actual breaches of this Safeguarding Code of Conduct, the Safeguarding People Policy or the law by either myself, any personnel, partner, representative or any other person to the Country Director or to the Executive Director:

Donkey Wheel House, Level 2, 675 Bourke St, Melbourne VIC 3000, Australia.

Tel: [\(03\) 9650 1291](tel:0396501291)

Email: livelearn@livelearn.org

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

Signature: _____

Name: _____

Organisation: _____

Date: _____