



## ONE OXFAM CHILD SAFEGUARDING POLICY

**Note:** This policy represents the Australian contextualisation of the One Oxfam Child Safeguarding Policy with adjustments or inclusions in the following clauses and Annexes - **Clause 2 – Scope and Eligibility, Clause 4 – Related Documents, Clause 5 – Key Principles, Clause 6 – Expectations for Implementation, Clause 7 – Child Safeguarding Responsibilities and Accountabilities, Clause 9 – Reporting, and Annex 3 – Reporting Safeguarding Misconduct Flowchart.**

### TO REPORT A SAFEGUARDING CONCERN, YOU CAN:

- Visit <https://oxfam.clue-webforms.co.uk/webform/misconduct/en>
- Contact a Safeguarding Lead or Focal Point in your office or Affiliate or email [keepingpeoplesafe@oxfam.org.au](mailto:keepingpeoplesafe@oxfam.org.au).
- Visit your Oxfam Affiliate website or the [Safeguarding Compass Community](#) for up-to-date contact details of your closest safeguarding team.

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## 1. POLICY PURPOSE

As Oxfam aims to eliminate the injustice of poverty, it knows that poverty affects people of all ages. Even when Oxfam's activities do not specifically target children, we know that this does not dissolve the effect of our work on them, whether directly or indirectly. Oxfam must proactively include a child safeguarding lens to its work to avoid potential harms caused to children through our presence and work in a way that focuses on child rights, child participation, and the best interest of the child, all while taking an intersectional approach.

Oxfam Australia must therefore do everything it can within its control to safeguard children by creating **awareness and accountability**, putting in place **preventative** child safeguarding policies and procedures, supporting staff and partners to implement these and immediately **responding** to issues that pose a risk to the safety and/or wellbeing of a child.

This policy demonstrates Oxfam's commitment to safeguard children from all harm and abuse, including sexual exploitation and abuse, physical abuse, verbal or emotional abuse, and neglect, as laid out in its Code of Conduct and safeguarding policies. The aim of this policy is to ensure an open and aware environment where concerns for the safety and wellbeing of a child can be raised and managed in a fair and just manner, prioritizing the best interests of the child.

## 2. SCOPE AND ELIGIBILITY

The One Oxfam Child Safeguarding policy applies globally to all Oxfam Employees and those associated with the delivery of Oxfam's work both during and outside normal working hours; including Oxfam International, Affiliate HQ, Regional platforms, and Country programs. In countries where this policy contravenes local legislation, local legislation must be followed with guidance from the [Affiliate equivalent to Safeguarding Team and the Head of HR]. Oxfam policy will apply in the event that it is more stringent than local legislation.

For clarity, this policy applies to any persons representing Oxfam's work, including staff (permanent, fixed-term or casual), volunteers, interns, individual contractors and consultants of Oxfam Australia or Country Offices where OAU is the Executing Affiliate, OAU Board Members, partner organisations and their associated personnel or representatives involved in OAU funded programs and activities. This Policy also applies to any people who visit OAU funded programs or activities including donors, supporters, politicians, journalists, photographers, videographers, film crews, translators, celebrities and any other people who visit an OAU funded program and activity.

## 3. POLICY STATEMENT

Oxfam defines a child as anyone under the age of 18 years of age, in-line with the Convention on the Rights of the Child.

Oxfam believes in the inherent rights, freedom, dignity and equality of all people, including children. Any form of any abuse of power towards children, including sexual violence and others forms of child abuse or harm, is a violation of their rights and prohibited behaviour within Oxfam. We will take a zero-tolerance to inaction approach to any such incidents within the organization. The One Oxfam Child Safeguarding Policy confirms that our commitments within the Code of Conduct, safeguarding policies and OAU Child Safeguarding Code of Conduct, include the protection of children from harms and abuses that are caused by Oxfam's representatives and activities.

This policy additionally serves to clarify Oxfam’s understanding of its commitment to safeguard children against behaviours, activities and actions (intended or unintended) that place them at risk of all forms of violence and harm.

- Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of the majority or age of consent locally. Mistaken belief in the age of the child is not a defence. We will take positive action to prevent child abusers becoming involved with Oxfam in any way.
- It is the responsibility of those working on behalf of Oxfam to raise any concerns of suspected or alleged child abuse, exploitation, or harm.
- All safeguarding standards and requirements, including safe recruitment and trainings, reflect this Child Safeguarding Policy and Oxfam’s commitment to safeguarding children.
- When appropriate and applicable, Oxfam will consult with children to ensure our programs are delivered in a child safe environment, child safeguarding measures are put in place, and complaint and feedback mechanisms are child-friendly.
- We will ensure all those associated with the delivery of our work follow the Child Safeguarding Policy and adhere to the behaviour standards outlined in the Oxfam Australia Child Safeguarding Code of Conduct when working with or in contact with children.
- We will ensure that case management procedures for reported safeguarding incidents are child-friendly. If a child is involved in a safeguarding incident, special precautions will be made to ensure the case is managed in the best interest of the child.
- Any violations of this policy will be treated as a serious issue and will result in disciplinary action being taken, including termination and any other available legal remedy.
- Oxfam will continue to learn from children, research, investigations, and others to incorporate best practices for child safeguarding in real time.

#### 4. RELATED DOCUMENTS

This policy should be read in conjunction with referenced documents as well as the following policies, guidelines and toolkit, which may be amended from time to time. Documents are available internally on [Safeguarding Compass page](#), and some are available externally on the website.

- Oxfam Australia Child Safeguarding Toolkit
- Oxfam Codes of Conduct (Employee; Partner; Non-staff; Supplier and OAU Child Safeguarding Code of Conduct)
- Other Safeguarding Policies (PSEAH; Youth Safeguarding; Digital Safeguarding)
- Child Protection Compliance Standards for Partners
- Oxfam Survivor Support Guidelines/Policy
- Oxfam Ethical Content Guidelines
- Oxfam Referencing Framework Guidelines

#### 5. KEY PRINCIPLES

OAU Child Safeguarding Policy and practices are guided by the following principles: **Best interests of the child:** In all actions concerning children and when dealing with a concern for the safety or wellbeing of a child, the best interests of the child shall be a primary consideration.

**Zero tolerance of child abuse or inaction:** OAU has a zero-tolerance approach to child abuse and exploitation. OAU will not knowingly engage personnel to be in direct or indirect contact with

children or access communities whom we work with if they pose an unacceptable risk to children's safety or wellbeing; and will take immediate action upon report of any suspected child abuse or exploitation.

**Shared responsibility:** Successful implementation of child safeguarding measures is reliant on all personnel and representatives committing to and upholding policy requirements. OAU works with partner organisations involved in the delivery of OAU funded programs and activities to ensure appropriate child safeguarding measures are in place to implement minimum standards.

**Risk management approach:** OAU has a duty of care to provide protective environments for children in all OAU programs and activities. Whilst it is not possible to completely eliminate risks of child abuse, exploitation or harm, OAU will ensure risks are identified, monitored and mitigated against in the assessment of its programs, operations, activities and partners. **Accountability and**

**Openness:** OAU will continue to strengthen its internal safeguarding systems to ensure accountability to children and the communities in which it works. Specific safeguarding roles and responsibilities will be delegated to staff to effectively embed child safe practices. OAU will ensure a safe and open organisational culture where any issues or concerns of child safeguarding or poor practice can be raised and addressed.

## 6. EXPECTATIONS FOR IMPLEMENTATION

Below are the OAU Child Safeguarding (CS) minimum standards required by OAU and Country Office management and personnel for implementation of child safeguarding. The OAU Child Safeguarding Toolkit contains detailed procedures, guidelines and tools for OAU personnel, Country Teams and partners to support the further implementation of child safeguarding and these minimum standards.

### **Child Safeguarding Code of Conduct**

Ensure all personnel read, understand and sign the OAU Child Safeguarding Code of Conduct (or relevant Country Office Child Safeguarding Code of Conduct) prior to engagement. This includes staff and associated personnel of OAU, Country Teams where OAU is Executing Affiliate, Country Teams contractually engaged with OAU, as well as partner organisation staff and associated personnel or other representatives.

### **Child Safeguarding recruitment and screening**

OAU is committed to preventing a person from working with children if they pose an unacceptable risk to children by ensuring robust recruitment and selection procedures are in place and followed. Verbal referee checks are conducted and OAU personnel obtain a criminal record check before engagement and every subsequent three years. Employment contracts contain provision for suspension or transfer to other duties of any employee who is under investigation for a child safeguarding concern and provisions to dismiss any employee based on the outcome of the investigation. Ensure OAU CS minimum standards for engagement of personnel in contact with children and working with children are applied for OAU personnel and for all OAU funded programs and activities.

Oxfam participates in the Misconduct Disclosure Scheme<sup>1</sup> and is committed to the systematic bilateral sharing of SEAH misconduct data between recruiting organisations and previous employers, to prevent perpetrators from moving between organisations undetected. This includes providing Statement of Conduct information for previous personnel as requested by hiring organisations participating in the Misconduct Disclosure Scheme.

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<sup>1</sup> For further information visit: [The Misconduct Disclosure Scheme \(misconduct-disclosure-scheme.org\)](https://www.misconduct-disclosure-scheme.org)

### **Training & Induction**

OAU will ensure personnel are equipped with knowledge, skills and awareness to keep children safe through the provision of training. Child safeguarding content is covered in safeguarding training provided online for OAU staff and country office staff. This e-learning should be completed during onboarding and regularly refreshed. Additional face-to-face training should be provided to country office staff and implementing partners annually. OAU Staff who travel for work duties are required to undertake additional training every two years. Safeguarding Focal Points also receive additional training.

### **Child Safeguarding Reporting Procedures**

Ensure OAU Child Safeguarding Reporting Procedures are in place for managing concerns, suspicions or allegations of child exploitation and abuse, and breaches of the OAU CS Policy and Code of Conduct. Where OAU is Executing Affiliate and for Country Teams contractually engaged with OAU, ensure local reporting and complaints management procedures meet OAU minimum standards for child safeguarding and also consider local laws and referral systems.

### **OAU Child Safeguarding Delegate**

OAU Safeguarding Lead is responsible for child safeguarding incident management and reporting. The Safeguarding Lead / CS Delegate will immediately report any suspected or alleged instances of child abuse, exploitation, harm or policy non-compliance to the Conduct and Ethics Unit at DFAT, if these instances have occurred in DFAT-funded programs or activities.

### **Child Safeguarding Risk Management**

Ensure effective child safeguarding risk management practices that capture and address risks to children as a result of coming into contact with OAU or OAU partners or representatives, and all OAU funded programs and activities. **Consider the higher risks to children in humanitarian and emergency activities and programs.** Risk assessments should be regularly updated. Ensure organisational child safeguarding risk management is monitored at the governance and leadership levels. Ensure assessment of potential partners child safeguarding policy and procedures.

### **Working with Affiliates & Partners**

Ensure that OAU CS minimum standards apply for all OAU funded programs and activities. Ensure that all contracts and agreements with Oxfam Affiliates include expectations around fulfilling OAU CS minimum standards. Ensure monitoring of policy implementation and compliance across all OAU funded programs and activities. Ensure child safeguarding provisions are clearly articulated in contracts (partner working agreements, letters of agreement) with implementing partners and MoUs/agreements with all partners. Ensure all partner organisations involved with OAU funded programs and activities meet the OAU CS minimum standards for partners.

### **Photos, Images and Story Gathering**

Ensure OAU policies, procedures and ethical guidelines for collection, storage and use of children's stories, interviews, photos, videos and images enforce the principles of the OAU Child Safeguarding Policy and Code of Conduct. Country Teams to follow the principles of the OAU CS Policy when collecting images or content. Ensure informed consent obtained from children involved in OAU research or evaluations. Refer to the Oxfam Ethical Content Guidelines and Oxfam Digital Safeguarding Policy.

### **Information and Communication Technologies**

The Oxfam Digital Safeguarding policy outlines the safe use of information and communication technologies such as the Internet, websites, social networking sites, and digital photography to

ensure that children are not put at risk. Refer to the Oxfam Digital Safeguarding policy and [OAU Social Media User Policy](#).

## 7. CHILD SAFEGUARDING RESPONSIBILITIES AND ACCOUNTABILITIES

Creating a safe working environment at Oxfam is **everyone's responsibility** and failure to act on concerns or disclosures relating to child abuse and exploitation is not an option.

Everyone who works on behalf of or represents Oxfam is required to report any suspicions or incidences of child abuse. Failure to report suspicions or allegations of child abuse is a breach of Oxfam's policy, and could lead to disciplinary action being taken against employees and the termination of Oxfam's relationship with non-employees.

Specific responsibilities for ensuring the implementation and monitoring of this policy include:

- **Board Directors:** hold overall accountability for this policy and its implementation.
- **Oxfam Australia Executive Director:** is responsible for the application of this policy within Australia and where OAU are Executing Affiliate.
- **Regional & Country Directors:** Each Oxfam Regional Director and Country Director is responsible for the application of this policy within their own region/country.
- **Safeguarding Focal Points:** Provide support to prevent and respond to child abuse alongside their substantive roles. Raising awareness and promoting best practices by receiving concerns, supporting survivors and reporting concerns in a confidential manner within their Affiliate channel.
- **Safeguarding Leads/Advisors:** Provide support to Focal Points, staff and programmes to prevent and respond to child abuse. Raising awareness, conducting training and promoting best practices, as well as receiving concerns, conducting referrals to specialized services and supporting investigations. SG Leads/SG Teams/Advisors and senior management should offer further support to help implement this policy.
- **Managers:** Responsible for promoting awareness of this policy with people they manage and for supporting/developing systems that create and maintain a safe working environment. This also includes the responsibility for ensuring that all personnel receive regular child safeguarding training, with a particular emphasis on staff who are in direct contact with the people reached through Oxfam's work. Managers should prioritize child safeguarding awareness raising for themselves and their divisions, individual departments or teams, and provide budget lines for some activities.
- **Program Teams:** Promote downstream requirements with partners and ensure consultation with communities with whom we work (*in a safe, accessible, and culturally appropriate way*), to ensure that community members and those working on behalf of Oxfam are familiar with Oxfam's Codes of Conduct, how to raise complaints and concerns, and action that will be taken when concerns are raised.

## 8. BREACHES OF THE CHILD SAFEGUARDING POLICY

Breaches of the Child Safeguarding Policy will not be tolerated and may result in disciplinary procedures, including termination. Employment contract clauses must include provision for suspension or transfer to other duties if an employee is under investigation for a child safeguarding concern and provisions to dismiss any employee based on the outcome of the investigation.

Further information about the process of investigations and outcomes can be found in the [SG Case Management SOP](#).

Oxfam will take action against anyone, whether they are the subject of a complaint or not, who seek or carry out retaliatory action (such as but not limited to harassment, intimidation, unfair disciplinary action or victimisation) against complainants, survivors or other witnesses. Employees who are found to do this will be subject to disciplinary action, up to and including termination of employment. Others who work with Oxfam may have their relationship with Oxfam terminated.

If an Oxfam employee is found to have made an allegation that they knew to be false they will be subject to disciplinary action, up to and including termination of employment. Others who work on behalf of Oxfam will be subject to action that may result in the termination of their relationship with Oxfam.

## 9. REPORTING

### 9.1 Externally Facing Reporting Information

- On all Oxfam websites, information should be provided for the general public, communities and partners on how to raise a concern or complaint. Relevant email and phone contact details should also be provided.
- Complaints mechanisms should also be visible in Oxfam offices, in communities where Oxfam is working and at Oxfam events and campaign activities. Oxfam partners should have similar processes of communicating reporting procedures.

### 9.2 Child Friendly Reporting Information and Processes

Children rarely speak up about abuse or violence against them. If we provide the mechanisms, trusted adults and a safe environment then we increase the likelihood that children will let us know when they are being harmed or feel unsafe. There are many ways in which children can have a voice in creating a child safe and friendly environment and Oxfam operations and activities should consider these to enhance child safety.

### 9.3 How to Raise a Complaint or Concern

Anyone can raise a concern or make a complaint to Oxfam about something they have experienced, witnessed or heard, without fear of retribution. You can do this verbally or in writing to your Regional Safeguarding Lead, Country Office Safeguarding Focal Point, Oxfam Australia Safeguarding Lead or using the [Safeguarding Misconduct Reporting Webform](#). Staff located in countries where Oxfam Australia is the Executing Affiliate can also report via [keepingpeoplesafe@oxfam.org.au](mailto:keepingpeoplesafe@oxfam.org.au). All reports will be treated as confidentially as possible with information shared on a need to know basis.

**Who reports** - It is mandatory for anyone under the scope of the policy to immediately report any allegation, belief, suspicion or disclosure of child harm, abuse, exploitation or any non-compliance with the policy or the code of conduct.

**What to report** – When child abuse, exploitation or harm is alleged to have been committed by any person connected to Oxfam or where child abuse, exploitation or harm is committed by individuals outside the organisation (for example community members or tourists).

### 9.4 Reporting Misconduct Standard Operating Procedures

Oxfam is committed to comply with its obligations to inform donors, regulatory and legal authorities of misconduct. In so doing, Oxfam will balance the reporting obligations relating to the “do no harm” principle, its survivor centred approach and its obligations relating to privacy, confidentiality, and informed consent.

If a safeguarding incident occurs within the delivery of a grant funded program or any other activity with contractual reporting requirements, the incident must be reported in line with the contract.

For DFAT funded activities, Oxfam Australia will:

- **Immediately on becoming aware of an incident**, report to DFAT Child Protection Unit, any suspected or alleged cases of child sexual exploitation, abuse or harassment, or any other form of child exploitation and abuse as outlined in this policy Annex 1 – Definitions. This means any such incidents involving a person/s under the age of 18.
- **Immediately, after becoming aware of non-compliance** with the DFAT Child Protection Policy or Oxfam’s Child Safeguarding Policy (Australia Context), or Child Safeguarding Code of Conduct, Oxfam will report to DFAT Child Protection Unit.

All reports will be made to DFAT by the Oxfam Australia Safeguarding Lead or their delegate using the relevant DFAT Incident Notification Forms.

Oxfam evaluates reporting safeguarding violations to appropriate legal authorities, assessing any legal obligations to report, as well as the interests of the survivor(s). Oxfam reports when legally authorised to do so, unless a report is judged likely to cause greater harm to existing victims or potential future victims.

An external report may be required to government agencies such as: Police, Child Protection Authority, Reportable Conduct Scheme and Donors depending on the nature of the incident.

Employees who are mandated reporters must comply with applicable Australian state-based legislation requiring reporting of certain types of child abuse to local authorities.

### **9.5 Requirement for Proof**

Oxfam does not expect all those associated with the delivery of its work to be child safeguarding experts or to have conclusive facts before making a report. People are required to report any knowledge or concern, founded or otherwise, that they may have of a child safeguarding incident occurring. Those with knowledge or suspicions should not gather evidence, speak to other colleagues or the child involved, or investigate the incident themselves.

### **9.6 Confidentiality, Safety and Wellbeing**

Noting that the wellbeing of the child is always of paramount importance, Oxfam is committed to the confidentiality, safety and wellbeing of all involved in any report of a child safeguarding incident, including the individuals who have reported the incident and the individual against whom the allegation is made. When responding to allegations, Oxfam will ensure all those involved are treated fairly, and that the rights of everyone are respected during an investigation and any applicable disciplinary process. Confidentiality must be maintained throughout the complaints process by all involved. Employees who breach confidentiality will be subject to disciplinary action up to and including termination of employment, and others who work with Oxfam may have their relationship with Oxfam terminated. In some cases, such breaches constitute breaking the law.

## **10. SUPPORT FOR CHILDREN WHO HAVE SUFFERED HARM**

Safeguarding Teams will offer support to children who have suffered harm abuse or exploitation, regardless of whether a formal internal response is carried out (such as an internal investigation). Children can choose if and when they would like to take up the support options available to them. Oxfam will strive to provide support that is sensitive to the child’s needs and seek it out wherever available elsewhere.

When available, appropriate, and in the best interest of the child, Oxfam's safeguarding teams will work closely with local child protection authorities, parents and guardians in offering support to children who have suffered harm at the hands of Oxfam staff and affiliated personnel.

## ANNEX 1: DEFINITIONS

For the purposes of this Policy and Oxfam's approach to Child Safeguarding, these definitions apply:

- **Best interests of the child:** In all actions concerning children and when dealing with a concern for the safety or wellbeing of a child, the best interests of the child shall be our primary consideration. Oxfam believes children have the right to be active participants in all matters affecting their lives; that they can make choices and decisions; that they have the right to share the power adults hold and that they have a voice to influence people and events. Decisions made about children and young people will be made as far as possible with their participation and in their best interest giving full consideration to how such decisions will affect them. There may be times when adults have to make decisions for children in order to protect them from harm, but their best interest will be at the heart of those decisions at that time. In the event this policy is breached causing harm, Oxfam is committed to listening and acting according to the wishes of the child. Confidentiality may be breached through sharing information if following a risk analysis there is a requirement to do so in order to protect a child from any, or further, harm.
- **Child:** Any person under the age of eighteen (18) years as defined by the Convention on the Rights of the Child.
- **Child Rights:** Children have the "right to life, survival and development" where development encompasses physical, emotional, cognitive, social and cultural development.
- **Child Safeguarding:** The policies, procedures and practices employed to safeguard children who come into contact with Oxfam and all those associated with the delivery of our work from all forms of harm, abuse or exploitation and the responsibility of all personnel to embed these at the activity level to ensure Oxfam is a child safe organisation.
- **Child Protection:** The prevention of and response to significant harm, abuse, neglect, exploitation and violence against children. Child Protection programming is an activity or initiative designed to protect children from all forms of violence. This includes the integration of child protection into all thematic areas of programming to enhance the protective environments for children in the community.
- **Child Abuse:** Child abuse involves the abuse of children's rights and includes all forms of violence against children: physical, emotional and sexual abuse, neglect, family violence, sexual exploitation, abduction and trafficking, including for sexual purposes, involvement of a child in online child sexual exploitation and child labour as defined below.
- **Physical Abuse:** When a person purposefully injures, or threatens to injure, a child. Physically abusive behaviour includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning. It also includes cultural practices which can alter physicality in ways that cause distress, harm and/or cause lasting health ramifications such as Female Genital Mutilation.
- **Neglect:** The persistent failure, where there are means, or the deliberate denial to provide the child with clean water, food, shelter, sanitation or supervision or care to the extent that the child's health and development is placed at risk.
- **Emotional Abuse:** A persistent attack on a child's self-esteem. Examples include, but are not limited to – name-calling, threatening, ridiculing, shaming, intimidating or isolating the child.
- **Child Sexual Abuse:** When a child is used by another child, adolescent or adult for his or her own sexual stimulation or gratification. Sexual abuse involves contact and non-contact activities which encompasses all forms of sexual activity involving children, including exposing a child to online child sexual exploitation material, or taking sexually exploitative images of children.

- **Family violence:** Includes verbal, physical, sexual or emotional violence within the household or family, which the child witnesses, usually on a regular basis.
- **Commercial Sexual Exploitation of Children:** Comprises sexual abuse by the adult and remuneration in cash or kind to the child or a third person or persons. The child is targeted as a sexual object and as a commercial object. The Commercial Sexual Exploitation of Children constitutes a form of coercion and violence against children and amounts to forced labour and a contemporary form of slavery.
- **Online Child Sexual Exploitation:** Includes all acts of a sexually exploitative nature carried out against a child that have, at some stage, connection to the online environment. It includes any use of Information and Communication Technologies (ICT) that results in sexual exploitation or causes a child to be sexually exploited or results in or causes images or other material documenting such sexual exploitation to be produced, bought, sold, possessed, distributed or transmitted.
- **Child Marriage:** A formal marriage or informal union before age 18, is a reality for both boys and girls, although girls are disproportionately the most affected. Child marriage is widespread and can lead to a lifetime of disadvantage and deprivation.
- **Grooming:** predatory conduct undertaken to prepare a child for sexual activity at a later time. Grooming behaviour is where an adult communicates, by words or conduct, with a child or with a person who has care, supervision, or authority for the child with the intention of facilitating the child's involvement in sexual conduct, either with the groomer or another adult. Grooming may take place in person or online.
- **Online-Facilitated Child Sexual Abuse:** The act of sending an electronic message to a recipient who the sender believes to be under 18 years of age, 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 under 18 years of age.
- **Child Labour:** Often defined as work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It refers to work that is mentally, physically, socially or morally dangerous and harmful to children and interferes with their schooling and recreation. In its most extreme forms, child labour involves children being enslaved, separated from their families and exposed to serious hazards and illnesses. (See OAU Child Labour Guidelines).
- **Child Trafficking:** Relates to any role in the recruitment, transportation or receipt of children for the purpose of exploitation, by means of threat, force or other forms of coercion. This includes abuse of power.
- **Military use of Children:** Where children are engaged in or exposed to military activity, including as soldiers or human shield.
- **Contact with Children:** Working on an activity or in a position that involves or may involve direct (including online contact with children) or indirect contact (such as use of children's images) with children. This can be either under the position description or as a result of performing the position such as coming into contact with children when working in communities.
- **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.

## ANNEX 2: REPORTING SAFEGUARDING MISCONDUCT FLOWCHART



### REPORTING SAFEGUARDING MISCONDUCT FLOWCHART

Sexual exploitation, abuse and harassment and any form of child abuse associated with Oxfam's work




All Oxfam personnel or representative should follow these steps to raise a concern for the safety and wellbeing of children (under 18), young people (18+) and adults who come in to contact with Oxfam

WHAT TO REPORT

If you have **experienced, observed, become aware of, suspect** or are **concerned** about:

- Sexual exploitation, sexual abuse or sexual harassment committed by any person connected to Oxfam or Oxfam's work
- Abuse of any type towards children associated with our work (under 18 )
- Behaviour breaching Oxfam's Safeguarding Policies and/or Oxfam's Codes of Conduct

**YOU MUST REPORT - Immediately or within 24 hours report**




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### HOW TO REPORT

- Email** - [keepingpeoplesafe@oxfam.org.au](mailto:keepingpeoplesafe@oxfam.org.au)
- Online** - <https://oxfam.due-webforms.co.uk/webform/misconduct/en>
- By Phone** – 1800 088 110. Select Option 2 - Safeguarding
- In Person** - to a Safeguarding Focal Point (SGFP) listed below or to the OAU Safeguarding Lead, Renae Davies.

REDUCE OR REMOVE RISK

**If there is immediate danger or risks, and with the consent of the survivor/complainant, seek immediate medical or police support.**

Survivor support and referrals should be discussed with survivor/complainants, and by agreement, actioned locally by the Safeguarding Focal Point where immediate support is required. **Contacting the police must only be actioned with the consent of the survivor/complainant.**

SUPPORT & INFORMATION

SAFEGUARDING FOCAL POINT	HOTLINE or DIRECT NUMBER or TEAMS	EMAIL
REFER TO YOUR LOCAL OFFICE POSTER	Contact via Teams	<a href="mailto:keepingpeoplesafe@oxfam.org.au">keepingpeoplesafe@oxfam.org.au</a>
REFER TO YOUR LOCAL OFFICE POSTER	Contact via Teams	<a href="mailto:keepingpeoplesafe@oxfam.org.au">keepingpeoplesafe@oxfam.org.au</a>

### HOW WILL YOUR REPORT BE MANAGED?

- Professional and timely response to all concerns or allegations.
- Information treated confidentially.
- All concerns will be taken seriously, and investigated where it is safe to proceed in line with Oxfam's Safeguarding Principles:-
  - Survivor centred approach and survivor support
  - Robust case management and investigations
  - Accountable decision making, including warnings and termination of employment where a case is upheld.
- Referral to other agencies as required and appropriate.

For any questions relating to this flowchart, please contact the OAU Safeguarding Lead – [keepingpeoplesafe@oxfam.org.au](mailto:keepingpeoplesafe@oxfam.org.au)

#### DONOR REPORTING

All reporting to DFAT and other OAU donors on allegations, ongoing investigations, decisions, and/or outcomes of investigations will be managed by the OAU Safeguarding Lead or their delegate.

#### PARTNER AFFILIATES

Reporting to Partner Affiliates where there are links to their funding is actioned by the OAU Safeguarding Lead or their delegate.

#### REPORTING TO EXECUTIVES

Oxfam Australia CEO will be notified of de-identified safeguarding reports. The OAU Board will be notified as required.

## VERSION CONTROL

This policy will be reviewed and updated every 3 years or as earlier as required to comply with legislation or external and internal changes. Existing policies that need to be reviewed, must comply with this Policy on Organisational Policies

Version	Approved by	Approval date	What has changed
1	OI - SG & Culture Task Force	December 2018	New Policy approved
2	OI - SG & Culture Steering Group	July 2021	Policy reviewed. No substantive changes to the content itself, but edited changes to the presentation style.
3	OAU Board	May 2024	Contextualisation of policy for OAU. Including amendments to Clause 2 - Scope and Eligibility; Clause 4 - Related Documents; Clause 5 - Key Principles; Clause 6 – Expectations for Implementation; Clause 7 – Child Safeguarding Responsibilities and Accountabilities; Clause 9 – Reporting