



CHILD PROTECTION POLICY & PROCEDURES

APPLICABILITY:	ACCI Missions & Relief Staff, Volunteers, all categories of ACCIM Field Workers, Strategic Partners & Representatives (See Scope)
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SECTION 1: CHILD PROTECTION POLICY

1. PREAMBLE

There is no higher standard of just human interaction than that required of us by God and laid out for us in the Bible. God in his nature embodies love and justice, and expects our relationships and interactions with others, including children, to be based on the same principles. In fulfilling our responsibilities, we protect each other's rights. This is captured today in what we call Human Rights.

Human rights are based on an understanding that all people are created equally and have equal value and equal dignity before God, affirmed not just in creation but also in redemption. All humans, and therefore all children, regardless of age, race, gender, social background, religion, disability and/or belief, hold human rights equally.

2. STATEMENT OF COMMITMENT

ACCI Missions & Relief is committed:

- To promote the care, protection and wellbeing of children in a way that recognises their right to grow in a safe and stable environment and their right to be protected from harm;
- To ensure ACCI Missions & Relief projects respond appropriately to the needs of children in a way that fosters their health, development and dignity;
- To identify and mitigate both immediate and cumulative risks to children in the context of ACCI Missions & Relief activities;
- To recognise the family as the primary means of providing for the nurture, care and protection of children and to accord high priority to supporting and assisting the family to carry out its responsibilities to children; and
- To provide and promote a child safe culture that is understood, endorsed and put into action by all ACCI Missions & Relief stakeholders.

3. PURPOSE

The purpose of this Child Protection Policy and Procedures is to provide a framework that aims to protect children and reduce the risks of child abuse in ACCI Missions and Relief activities by:

1. Demonstrating ACCI Missions & Relief's commitment to child safeguarding and promoting the care, protection and wellbeing of children;
2. Educating stakeholders about child safe
3. guarding, protection, abuse & exploitation;
4. Outlining ACCI Missions & Relief's expectations of all stakeholders regarding the implementation of the standards and responsibilities outlined in this policy and associated procedures;
5. Providing guidance on how to report and respond to concerns and allegations of child abuse; and

6. Providing a clear Code of Conduct which sets high standards around personal behaviour and must be adhered to by all covered under the scope of this policy (See Section 1.5).

4. GUIDING PRINCIPLES

ACCI Missions & Relief support and uphold the rights of children as outlined in the United Nations Convention on the Rights of the Child (UNCRC 1989) as we believe that protecting the most vulnerable is evidence of our love for God and all of His creation.

5. SCOPE

Those who fall within the scope below are required to read, sign and adhere to the ACCI Missions & Relief Child Protection Policy and Code of Conduct.

This policy applies to all of **ACCI Missions & Relief Stakeholders**, defined as:

- All **ACCI Missions & Relief Staff**; herein including employees, contractors and consultants;
- All **ACCI Missions & Relief Volunteers**; herein including but not limited to office and event based volunteers;
- All **ACCIM Field Workers**; herein including career, fixed-term, partner and associates;
- All **ACCIR and ACCIM Strategic Partners**; herein including those working in Australia or abroad in implementing development, emergency relief and/or non-development activities;
- All other **ACCIR and ACCIM Representatives**; herein including board members and state representatives.

NB: Please make note of which category you are part of, as this will be referred to throughout the policy. For the purpose of this policy, donors and beneficiaries are not defined as 'stakeholders'.

6. EXPECTATIONS OF STRATEGIC PARTNERS

In addition to abiding by the ACCI Missions & Relief Child Protection Policy and Procedures, it is a requirement that all Strategic Partners, without exception, have an approved and regularly reviewed (minimum 3 years) Child Protection Policy and Code of Conduct that is appropriate to the organisation's level of risk and informed by their child protection risk assessment. Those Field Workers who are part of a Strategic Partner organisation are required to comply with both organisations' Code of Conduct.

7. CHILD SAFE RECRUITMENT AND SCREENING

ACCI Missions & Relief is committed to child safe recruitment. ACCI Missions & Relief acknowledges that child abusers or sex offenders often seek employment or volunteer placements in organisations that work with children in Australia or overseas. Therefore, ACCI Missions & Relief recruitment

practices aim to recruit the safest and most suitable staff, Field Workers, volunteers and other stakeholders.

A) INTERNAL RECRUITMENT PRACTICES

ACCI Missions & Relief's internal recruitment practices for staff and Field Workers screen all short listed candidates/applicants by requiring at a minimum:

- A Police Check;
- Working with Children Checks (or equivalent for the state/territory);
- References Checks- Referee's will be contacted verbally by ACCI Missions & Relief staff and asked specific questions regarding the candidates suitability to work with/be in contact with children; and
- A detailed applications/ resume, providing information about the applicant's previous employment, education and experience.

Additional screening is based on the level of risk associated with the position. The interview process for positions that include direct contact with children or unsupervised overseas travel must include a child safety screening component which will explore the candidate's motivations and experience working with children.

ACCI Missions & Relief's commitment to child protection and the above child-safe recruitment practices are clearly stated in all recruitment advertisements and role descriptions. ACCI Missions & Relief reserves the right to refuse employment to any person that poses an unacceptable risk to children.

B) EXPECTATIONS OF FIELD WORKER AND STRATEGIC PARTNER

ACCI Missions & Relief expects Strategic Partners and Field Workers to be committed to child safe recruitment and to develop their own recruitment and screening practices and procedures. These procedures should cover recruiting paid staff and team members and accepting volunteers and short term teams. At a minimum, recruitment practices should include reference checks, criminal checks (where available) and a child safety screening component during interviews for positions working directly with children. Field Workers and Strategic Partners should also ensure that team members coming via other sending agencies have undergone sufficient child safe screening.

8. COMMUNICATIONS

All ACCI Missions & Relief stakeholders are expected to portray children with dignity and respect at all times and ensure that the rights, safety and well-being of the child are protected.

- ACCI Missions & Relief staff are required to be familiar and comply with the '*ACCI Missions and Relief Communications Policy*' (Refer to Appendix 3).
- ACCI Missions & Relief Field Workers, Strategic Partners and other representatives and their visiting teams, volunteers or contracted photographers/videographers are required to read and comply with the '*ACCI Ethical Promotions Guidelines*'.

These documents are applicable to all communications including print, digital and social media. They provide standards in the following key areas:

- Portrayal of local people;
- Truthfulness of material;
- Consent for stories and images;
- Managing levels of risk.

Any stories or photographs provided to ACCI Missions & Relief for promotional purposes need to be accompanied with details regarding the type of consent provided (Refer to Appendix 5).

9. INVOLVING CHILDREN

ACCI Missions & Relief is committed to increasing child and youth participation. Where children are beneficiaries of a project it is expected that:

1. Field Workers and Strategic Partners will ensure child and youth involvement by providing opportunities for children's views to be heard and then incorporating these views into programs and policies; and
2. ACCI Missions & Relief staff will consult children in a manner appropriate to their age and maturity when conducting monitoring trips of these projects.

10. EDUCATION AND TRAINING

ACCI Missions & Relief is committed to educating all stakeholders to:

1. Ensure they understand their obligations under this Child Protection Policy and Procedures;
2. Increase their awareness of child protection and exploitation;
3. Ensure they understand their obligations to report concerns or suspicions and are aware of the appropriate way to report; and
4. Equip them to recognise risks to child safety and implement child safeguards.

Education is delivered to stakeholders through numerous mediums including (See Appendix 2):

- The '*ACCI Missions & Relief Child Protection Induction*' course which is mandatory for all stakeholders covered under this policy;
- The '*State Child Protection Legislation and Reporting Requirements*' online training which is mandatory for all stakeholders who have Australian residency;

- The 'ACCI Missions & Relief Essentials' child protection training which is mandatory for stakeholder working directly with children;
- The 'ACCI Missions & Relief Advanced' child protection training which is mandatory for all stakeholders working with children in high risk programs/environments;
- ACC Safe Churches Workbook; and
- Ongoing training delivered via online platforms and workshops.

11. RISK MANAGEMENT

Careful and ongoing risk management can reduce the risk of child abuse and exploitation occurring within projects and activities. All projects present potential risks to children, however projects that work directly with children require more stringent risk management.

ACCI Missions & Relief requires medium risk projects (*work directly with children*) and high risk programs (*work directly with children in high risk programs/environments*) to:

1. Conduct an initial child protection risk assessment;
2. Implement ongoing risk management strategies including regular policy and procedure reviews; and
3. Complete additional child protection training to ensure child safeguarding principles inform project design and implementation (See Appendix 2).

Child Protection and child risk management are factored into project monitoring cycles including being incorporated into regular Field Worker and Strategic Partner reporting processes and monitoring trips.

12. HIGH RISK PROGRAM AREAS

A) DISASTER RESPONSE AND HUMANITARIAN EMERGENCIES

Disaster situations can have a disproportionately negative impact on the immediate and long term wellbeing and development of children. Disasters often disrupt the social patterns or groupings that protect children and exacerbate pre-existing risks to children caused by entrenched poverty and weak social protection frameworks. Some individuals also take advantage of the chaos to exploit and harm children.

ACCIR will ensure our child safe commitments are upheld during disaster responses. For responses that work directly with children, ACCIR will evaluate the responding partners existing child protection commitments and policies. All ACCIR and Disaster Response Partners are required to be familiar and comply with ACCIR Disaster Relief Guidelines.

B) RESIDENTIAL CARE

Research overwhelmingly suggests that residential care is rarely in the best interests of children. It can have significant impact on their development, place a child at high risk of abuse and children often leave institutions as young adults hyper-vulnerable to exploitation¹. With this in mind:

- ACCI Missions & Relief will not partner with Field Workers or Strategic Partners who are implementing residential care, unless it is temporary and a last resort, and can demonstrate that robust gatekeeping and reintegration policies and practices are in place. Residential care programs must also comply with national laws and national minimum standards.
- ACCI Missions & Relief will partner with existing/new Field Workers and Strategic Partners who have residential care units who are committed to the goals and principles of ACCIR's deinstitutionalisation program. This will include actively working towards reducing the use of long term residential care through reintegration and reunification programs, family-based alternative care, family preservation and family and community strengthening.

Volunteering or Visiting Residential Care

Volunteering within residential care centres can be harmful to children by exposing them to unnecessary risks. It has also been identified as a significant driver of institutionalisation. Out of respect for children's rights and concern for those children living in residential care, no ACCI Missions & Relief stakeholder should participate in orphanage tourism or volunteering in residential care centres. This means that any personnel who is not a key stakeholder in a residential care program will refrain from visiting or volunteering in a residential care centre. They will also refrain from facilitating orphanage tourism through sending, organising or receiving teams (of non-stakeholders) for the purpose of volunteering or visiting a residential care centre. This applies to both ACCIR and non-ACCIR residential care programs. For more information see '*ACCI Policy Regarding Visitors and Volunteers in Residential Care Projects*'.

13. REVIEWING THE ACCI MISSIONS & RELIEF CHILD PROTECTION POLICY AND PROCEDURES

The CPP will be reviewed every three years. The Head of International Programs will manage the review and staff will be consulted in this process.

I, _____, have read and understood the above Child Protection Policy and agree to adhere to it and the associated procedures in their entirety.

Sign: _____ Date: _____

¹ Williamson, J & Greenberg, A (2010) 'Families not orphanages' Better Care Network
Csaky, C (2009)'Keeping children out of harmful institutions' Save the Children Fund

SECTION 2: CHILD PROTECTION PROCEDURES

1. REPORTING PROCEDURES

A) WHAT DO I NEED TO REPORT?

ACCI Missions & Relief expects that all stakeholders will report the following:

1. Any belief or suspicion of abuse or exploitation
 - a) You must make a report if you have reasonable grounds for belief or suspicion that a child has been abused, exploited, is being groomed or is at risk of significant harm.
 - b) You must make a report if anyone in your organisation, or one of your partner organisations that benefits from funds from ACCI Missions & Relief, are accused of, charged with, arrested for, or convicted of criminal offences relating to child abuse or exploitation.

2. Non-compliance or failure to safeguard children

ACCI Missions & Relief expects all stakeholders to report:

- Non-compliance with this policy or procedures by someone covered under the scope of this policy; and
- Activities or practices in ACCI Missions & Relief development or non-development projects that do not protect the best interests of the child (fail to implement reasonable child safeguards) or do not meet applicable local laws or standards.

3. Concerns regarding the safety and wellbeing of a child

ACCI Missions & Relief stakeholders should also make a report when there are serious concerns about the wellbeing of a child which may warrant intervention or support from child protection or social service providers.

B) WHO NEEDS TO REPORT?

Every ACCI Missions & Relief stakeholder is required to report incidents, beliefs or suspicions that they become aware of as described above.

C) HOW AND WHO DO I NEED TO REPORT TO?

How an incident is reported is dependent on numerous factors, including where the incident occurred, if it involved in any way an ACCI Missions & Relief stakeholder, project or funded activity and the type of report being made (e.g. abuse, concern regarding wellbeing, non-compliance issues).

1. Belief or suspicion of abuse or exploitation

- a) All stakeholders are expected to immediately report any incident, belief or suspicion of child abuse or exploitation according to the Child Protection Reporting Flow Chart (See

Appendix 6), which provides detailed information on how to report various incidents or suspicions based on where the incident occurred. In all instances where the flowchart mandates a report be made to ACCI Missions & Relief, this must be directed towards the ACCI Missions & Relief Child Protection Officer (CPO). The CPO will guide you through the process and will require you to complete an incident report (See Appendix 4). The CPO will then follow the correct internal investigation procedures.

- b) The same above processes must also be followed if anyone in your organisation, or one of your partner organisations that benefits from funds from ACCI Missions & Relief, are accused of, charged with, arrested for, or convicted of criminal offences relating to child abuse or exploitation.

2. Non- Compliance or failure to safeguard children

All issues of non-compliance with this policy and procedures should be reported to the ACCI Missions & Relief Child Protection Officer. The CPO may request you accompany the report with written details of an incident or a suspicion.

3. Concerns of the safety and wellbeing of a child

If you have serious concerns about the wellbeing or safety of a child but there is no suspicion or belief of abuse or exploitation you should report this concern to the relevant local child welfare service. It is important that Field Workers and Strategic Partners are aware of the relevant government agencies or approved organisations designated to handle these concerns both in Australia and within country of service. If you do make a report please let ACCI Missions & Relief staff know so that it can be recorded.

Contact Details

ACCI Missions & Relief Child Protection Officer:

Email: childprotection@acci.org.au

Phone: 1300 997502 or +61 3 8516 9600

Mail: 5/2 Sarton Rd, Clayton, Victoria, Australia, 3168

If the allegation is against the Child Protection Officer, reports can be directed towards the

ACCI Missions & Relief General Manager:

Email: complaints@acci.org.au

Phone: 1300 997502 or +61 3 8516 9600

Mail: 5/2 Sarton Rd, Clayton, Victoria, Australia, 3168

D) WHAT IF I AM UNSURE HOW OR IF I SHOULD REPORT SOMETHING?

If after referring to the reporting flowchart you are still unsure, contact the ACCI Missions & Relief Child Protection Officer who will be able to advise you. This conversation will remain confidential. You can also refer to the '*ACC Safe Churches Workbook*' or the '*ACCI Missions and Relief Child Protection Induction*' training, which outlines the grounds for reasonable belief or suspicion of child abuse.

E) WHAT HAPPENS WHEN I REPORT?

For reports of non-compliance or failure to safeguard children ACCI Missions & Relief will launch an internal investigation and will determine what action should be taken based on the severity of the allegation and in consultation with relevant parties. Where there has been a serious breach of this policy or procedures by a stakeholder, ACCI Missions & Relief will respond in accordance with the '*Dispute Settlement Procedures*' outlined in the ACCI Missions & Relief Employee or Field Worker Handbook.

ACCI Missions & Relief will take the following steps when a belief or suspicion of child abuse or exploitation is reported:

1. An internal investigation is launched:

The Child Protection Officer will act immediately by launching an investigation and developing an investigation plan based on established procedures and in accordance with the ACCI Missions & Relief Complaints Handling Procedure. All reports will be appropriately investigated no matter who the alleged perpetrator is. The CPO will lead the investigation with other members of senior management and if deemed appropriate an ACCI Missions & Relief board member. The CPO will ensure relevant laws and legislative procures are followed (external legal advice will be sought when required). The investigation will be considered top priority until closed.

2. When applicable, the incident is reported to the police, government agencies or other relevant organisations:

- If the child is in Australian jurisdiction, the concern will be immediately reported according to the relevant state reporting requirements as well as according to the 'In Australia' section of the '*ACCI Missions & Relief Child Protection Reporting Flowchart*' (Appendix 6).
- If the child is outside of the Australian jurisdiction, a report should be made according to the national legislation and reporting framework of the given country/state, as well as according to the 'Overseas' section of the '*ACCI Missions & Relief Child Protection Reporting Flowchart*' (Appendix 6).

- ACCI Missions & Relief must report all child protection allegations of a criminal nature directly to the police. The police will advise whether the internal investigation needs to be suspended whilst the police investigation is underway. In such cases, ACCI Missions & Relief will ensure risk management strategies are put into place to protect children (e.g. an individual subject to the allegation may be stood down until an investigation is complete).
 - If the person subject to an allegation holds an ACC state issued credential, the Child Protection Officer will immediately report the concern to the relevant State/ Territory ACC office.
3. Incident and investigation is documented:

All steps taken are to be extensively documented and any documentation is to be kept in a secure place (e.g. filed in a locked cabinet/password protected file). Once the investigation is completed, a report will be made available to the ACCI Missions & Relief Boards.
 4. Allegation is kept confidential:

All child protection incidents and alleged incidents are to be handled with extreme sensitivity and all precautions are taken to ensure confidentiality, with only those directly involved having the appropriate information. ACCI Missions & Relief understands that in some cases incidents and allegations may need to be reported even if the child or party concerned is reluctant to give their consent. At all times ACCI Missions & Relief will uphold the best interest of the child.
 5. Support is provided to those involved:

The reporter, victim and person subject to an allegation will be treated with respect from the start of the process until the case is closed. External counselling will be provided if necessary. If the child is in Australia and requires extra support or protection, the Child Protection Officer will coordinate with local social services organisations in Australia in coordination with the relevant ACC state Child Protection Officer. If the child is overseas the CPO will provide guidance to the in-country Partner or Field Workers in regard to sourcing support through local social services.
 6. Person subjected to an allegation may be stood down or partnership suspended:

In some instances a staff member, Field Worker, or representative subject to an allegation, may be stood down during the course of the investigation if it is deemed to be in the best interests of children. This process does not indicate guilt or innocence. If the individual is an employee or Field Worker they will continue to receive full pay and other entitlements.

In the case of a Strategic Partner, if the allegation is organisational, if it is considered in the best interests of children, or if the organisation is non-cooperative, then ACCI Missions & Relief may suspend the partnership (including discontinuing accepting or disbursing funds) until the investigation has concluded and an acceptable resolution has been achieved.

F) WHAT HAPPENS IF THE INCIDENT IS PROVEN OR SUSPICION CREDIBLE?

In the event that an incident has been proven or there is credible suspicion, ACCI Missions & Relief will automatically terminate a staff member, Field Worker or any other representative's association with the organisation. A Strategic Partner Organisation, which according to ACCI Missions & Relief, does not respond adequately to a proven incident or credible suspicion (e.g. this may include terminating staff or appropriately addressing risks) will have its partnership terminated.

G) WHAT IF I AM NOT SATISFIED WITH ACCI MISSIONS & RELIEF'S RESPONSE?

If you are not satisfied with ACCI Missions & Relief's response you may contact an external organisation:

- In Australia- Department of Human Service. See: <http://www.dhs.vic.gov.au/for-individuals/crisis-and-emergency/reporting-child-abuse>
- Outside of Australia- The local organisation that is authorised to accept allegations (for example, 'Childline')

2. ACCI MISSIONS & RELIEF CODE OF CONDUCT

In accordance with ACCI Missions & Relief's Child Protection Policy all stakeholders (as defined by the CPP scope) are required to read, agree and adhere to the following Code of Conduct.

I, (insert name) _____, as an ACCI Missions & Relief staff/volunteer/Field Worker/Strategic Partner/representative/other agree that while associated with ACCI Missions & Relief:

PART ONE

I WILL:

1. Treat children with dignity and respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
2. Listen to children, take their concerns seriously, and allow them to have a say in the decisions that affect them.
3. Provide children with a safe and protective environment.
4. Ensure that, whether residing in or visiting a country, I will always abide by Australian and local laws in regards to child protection and child labour at all times.
5. Ensure I am not in a position where there is a risk of an allegation being made.
6. Immediately disclose to ACCI Missions & Relief management all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with ACCI Missions & Relief that relates to child exploitation and abuse (see the ACCI Missions & Relief CPP for details).

I WILL NOT:

1. Engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts.
2. Use language or behaviour towards children that is inappropriate or sexually provocative.
3. Physically assault or abuse children.
4. Use language or behaviour towards children that is intended to shame, humiliate, belittle or degrade children or otherwise perpetrate any form of emotional abuse.
5. Conduct or be part of harmful traditional practices, spiritual or ritualistic abuse.
6. Hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, which places them at significant risk of injury or which does not adhere to child labour laws.
7. Use any form of media and technology (including but not limited to computers, mobile phones, video cameras, cameras or social media) to exploit or harass children.
8. View or access child pornography through any source or medium.
9. Participate in orphanage tourism/volunteerism including visiting or volunteering in a residential care centre where I am not a key stakeholder. I will also not be involved in facilitating orphanage tourism through sending, organising or receiving teams (of non-stakeholders) for the purpose of volunteering or visiting a residential care centre.

PART TWO

In addition to the above, within my work and ministry life

I WILL:

1. Be committed to creating a culture of openness and mutual accountability in my work place/ministry, to enable all child protection issues or concerns to be raised and discussed and where abusive behaviour is challenged.
2. Ensure that the risks of working alone are minimised by using the 'two-adult rule'. Whenever possible, I will ensure that another adult is present or within reach when I am working with children with whom I am in a position of trust or authority. If two staff members are not available, I will stay in public view or a trusted member of the family/community may accompany me and the child/ren.
3. Ensure that in any children's programmes, children will have privacy for all their personal needs such as toileting, changing, bathing and dressing.
4. I will comply with the ACCI Missions & Relief Ethical Media & Promotions guidelines, which states that to photograph or video a child I must obtain informed consent from the child and his/her parents/guardians (see guidelines for details).
5. Immediately report any concerns or allegations I have of child abuse in accordance with the ACCI Missions & Relief Child Protection Policy and procedures.

I WILL NOT:

1. Touch (including holding, hugging and kissing) a child in a way that is unnecessary or inappropriate to the culture or circumstance.
2. Do things of a personal nature for a child that they could do for themselves (such as assistance with toileting, bathing or changing clothes). Where a child cannot do such things for themselves, I will ensure I follow the "two adult rule".
3. Hit, smack or otherwise physically assault, punish or abuse children, even where this may be culturally acceptable.
4. Be intoxicated or under the influence of alcohol or drugs prior to, or whilst, engaging with any child.
5. Spend time with a child alone, take a child to my own home or visit a child where I may be alone with that child. In the case where I have a friendship with the parents, which is not based on a position of trust, authority or dependency, and the parents give permission for me to care for the child, I may do so whilst maintaining the other commitments of this code.
6. I will not sleep in the same bed as a child.
7. I will not sleep in the same room as a child. If a child is sick, in hospital, in residential care or, for another reason, the child cannot sleep in a room alone and I am unable to organise a family member to stay with the child, I will ensure that I follow the "two-adult rule" and that neither adult sleeps in the same bed as the child.
8. Show favouritism to children or give children preferential treatment based on (but not limited to) their age, race, gender, religion or place in local society.
9. Exchange personal contact details with children.
10. Utilise workers/volunteers who pose a known risk to children's safety.
11. Put photos, videos or other identifying information of a child on social media without informed consent from the child and his/her parents/guardians.

I understand that it is my responsibility to keep up to date with the latest ACCI child protection information. It is also my responsibility to ensure that I adhere to the above code of conduct.

Signed: _____ **Date:** _____

PLEASE NOTE:

This Code has been developed for the purpose of keeping children safe by having an accepted standard of behaviour common to us all. It has been separated in two parts to acknowledge the separation of boundaries that we have for children in our personal lives (your children and those of your family and friends) and those in our work and ministry lives.

ACCI Missions & Relief understand that we each work and live in a variety of contexts and at times the boundaries between our work, ministry and personal lives may get blurred. However, ACCI Missions & Relief believe that having an agreed standard will help to protect ourselves, our staff, our organisation, our ministries and most importantly the children who we engage with. ACCI Missions & Relief have kept this, as well as the minimum standards expected, in mind when developing this Code.

It is important to note that if a concern was raised about you, the scope of an internal investigation would involve determining whether or not you breached the Code. Therefore, if you have a concern about your ability to uphold any of the above commitments in the ACCI Missions & Relief Code of Conduct, please email us at childprotection@accir.org.au to discuss your situation. ACCI Missions & Relief will endeavour to work with you to find a solution.

Individual Log of Concerns

This document will log any concerns that you have raised about your ability to meet any of the points in this Code. It is important that you raise these concerns with ACCI Missions & Relief and that we have documented our agreed actions.

Code Number	Concern Raised	Agreed Action

SECTION 3: APPENDICES

APPENDIX 1: GLOSSARY- DEFINITIONS OF CHILD PROTECTION AND CHILD ABUSE

Bullying – Bullying is the inappropriate use of power by an individual or group, with intent to injure either physically or emotionally. It is usually deliberate and repetitive. The bullying may be physical or psychological (verbal and non-verbal).

- Physical bullying includes pushing, hitting, punching, kicking or any other action causing injury.
- Verbal bullying includes insults, taunts, threats and ridicules.
- Psychological bullying includes physical intimidation and ostracism.

Child and Young Person - A child or young person is regarded to be any person under the age of 18 years, regardless of whether a nation's laws recognise adulthood earlier.

Child Abuse – Abuse as defined by the Child Protection Act 1993 can be physical, emotional, sexual or in the form of neglect. Intervention is required where the child has suffered, or is likely to suffer neglect or abuse which is detrimental to the child's wellbeing.

- Physical abuse is commonly characterised by physical injury resulting from practices such as punching, beating, shaking, biting, burning or otherwise harming a child.
- Sexual abuse occurs when an adult or older child, uses their power or authority over the child or takes advantage of the child's trust to involve them in sexual activity. This sexual activity does not just mean sexual intercourse; it means any sexual activity including flashing, fondling, masturbating and oral sex.
- Emotional abuse tends to be a chronic behavioural pattern directed at the child/young person whereby their self esteem and social competence is undermined or eroded over time.
- Neglect is characterised by the failure to provide for the child/young person's basic needs. This can occur through direct and deliberate action or by omission or deliberate inaction to care for the child/young person."

Abuse happens to both male and female children of all ages, ethnicity and social backgrounds, abilities, sexual orientation, religious beliefs and political persuasion. Abuse can be inflicted on a child by both men and women, as well as by young people themselves. In some cases, professionals and other adults working with children in a position of trust also abuse children.

Child Exploitation – Child exploitation includes one or more of the following:

- Committing or coercing another person to commit an act or acts of abuse against a child.
- Possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material.
- Committing or coercing another person to commit an act or acts of grooming or online grooming².

Child exploitation material - Material, irrespective of its form, which is classified as child abuse material or child pornography material³.

Child Protection – Child Protection is the term used to describe the responsibilities and activities undertaken to prevent or stop children being abused or maltreated.

Child Safeguarding – Safeguarding is a relatively new term which is broader than 'child protection' as it also includes prevention. Safeguarding has been defined as:

²AusAID (2013), *Child Protection Policy*.

³AusAID (2013), *Child Protection Policy*.

- All agencies working with children, young people and their families taking all reasonable measures to ensure that the risks of harm to children's welfare are minimised; and
- Where there are concerns about children and young people's welfare, all agencies taking appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other local agencies.⁴

Child-Sex Tourism - ECPAT International defines child-sex tourism as:

'...the commercial sexual exploitation of children by men or women who travel from one place to another, usually from a richer country to one that is less developed, and there engage in sexual acts with children, defined as anyone aged under 18 years of age.' (ECPAT International, 2006)

Children in emergencies - Children in emergencies are especially vulnerable to abuse and exploitation. In an emergency or crisis situation, children are extremely vulnerable when they become part of a displaced or traumatised population.

Duty of Care - Duty of Care is a common law concept that refers to the responsibility of the organisation to provide children with an adequate level of protection against harm. It is the duty of the organisation to protect children from all reasonably foreseeable risk of injury.

Exposure to Domestic Violence - Domestic violence occurs when children and young people witness or experience the chronic domination, coercion, intimidation and victimisation of one person by another by physical, sexual or emotional means within intimate relationships.

Grooming – Grooming is a process where the offender prepares the victim for sexual activity at a later time. Grooming does not necessarily involve any sexual activity or even discussion of sexual activity. For example, it may only involve establishing a relationship with the child, parent or carer for the purpose of facilitating sexual activity at a later time. Grooming can be conducted in person or online, for example via interaction through social media, web forums and emails. Offenders often establish friendships with not only the victim but also the parents or guardians to gain their trust. They look for or manipulate opportunities to be with their victims such as offering to babysit for busy parents, or offering to pick children up from school or take them to sport.

In some jurisdictions grooming can be a criminal offence even if no sexual activity, sexual discussion or exposures to indecent materials or intoxicating substances have taken place⁵.

Particularly vulnerable children - Children outside the family environment including those in institutions, at work, on the streets, in war zones and emergencies are particularly vulnerable to abuse.

Voluntourism and Orphanage Tourism- The term voluntourism refers to volunteer placements, short-term visits or holidays that incorporate a volunteering component or a visit to a local development or welfare project, usually run by private organisations. Orphanage tourism refers specifically to voluntourism that occurs within orphanages or any form of residential care by someone who is not a key stakeholder or staff member of that specific residential care facility⁶.

Unless otherwise stated all definitions are from or adapted from "ACFID Code of Conduct: Guidelines for the Development of a Child Protection Policy (July 2008)

⁴ Safeguarding Children (2005), The 2nd Joint Chief Inspectors Report on Arrangements to Safeguard Children. A broader definition can be found in Working Together to Safeguard Children.

⁵ Victoria Betrayal of Trust Factsheet

⁶ ACCI Policy Regarding Visitors and Volunteers in Residential Care Projects

APPENDIX 2: CHILD PROTECTION TRAINING AND REQUIREMENTS FOR ACCI MISSIONS & RELIEF FIELD WORKERS AND STRATEGIC PARTNERS

Section A: General

All ACCI Field Workers and Strategic Partners

1. Complete the 'ACCI Missions & Relief Child Protection Induction' course and provide certificate to ACCI Field Coordinator or Project Officer (IR Partners)
2. Complete the 2 hr ACCI CPP reporting and documenting session
3. Sign ACCI CPP and Code of Conduct and send a copy to the ACCI Field Coordinator

Section B: Medium Risk

Field Workers and Strategic Partners working directly with children under IM and IR

1. Fulfil the requirements of Section A: General
2. Complete the 'ACCI Missions & Relief Essentials' Course and provide certificate to ACCI Field Coordinator or ACCIR Project Officer (IR Partners)
3. Conduct a child protection risk assessment on your ministry or project. If the ACCI Child Protection Policy sufficiently addresses the risks in your ministry or project **go to step 4**. If the ACCI Child Protection Policy does not sufficiently address the risks identified, **go to step 5**.
4. Translate ACCI CPP into the appropriate local language. Develop and include in the translated policy your own in-country reporting procedures that reflect the national/local child protection laws in your country of service. This should include reporting allegations and/or suspicions of child abuse and risk of significant harm. All staff and volunteers must receive, read and sign the policy and a copy of the signed policy should be kept on record.
5. Develop your own child protection policy, which is to be read and signed by all staff and volunteers of your ministry or project. This policy must:
 - a. Meet ACCI's minimum standards (see ACCI child protection guidance document)
 - b. Address the risks identified in your child protection risk assessment
 - c. Include an in-country reporting process that reflects the national and local child protection laws and reporting procedures in your country of service

Section C: High Risk

Project Manager working in high-risk programs under IM and IR

1. Fulfil the requirements of section A:
2. Fulfil the requirements of section B:
3. Complete 'ACCI Missions & Relief Advanced' Child Protection Training and provide a copy of the certificate to the ACCI Field Coordinator or Project Officer (IR Partners)

Other Recommended Training

1. HREA Webinar: Introduction to Child Safeguarding

APPENDIX 3: ACCI MISSIONS & RELIEF COMMUNICATIONS POLICY SUMMARY

Children's situations evoke strong emotional responses, however we must be careful not to exploit this and instead put the child's best interests and safety above the desire to share an impacting image or story.

In all communications, ACCI Missions & Relief commits to:

- a) Respect the rights of every child including their rights to protection, privacy and to have their opinions heard and participate in decisions affecting them.
- b) Ensure that the best interests of each child are protected over any other consideration.
- c) Ensure children are presented in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- d) Comply with local laws, traditions or restrictions for reproducing personal images of children.
- e) Interview children in a sensitive manner and only when a parent or guardian is present. When interviewing a child survivor of violence, abuse or exploitation the interviewer must be trained in psycho-social counselling.
- f) Ensure extra care and sensitivity is taken when using images and information of children who are survivors of abuse, exploitation or disaster situations.
- g) Only contract photographers who have undergone a police check, and who agree to abide by ACCI Missions & Relief's Child Protection Policy and Communications Policy.
- h) Ensuring children's private information is not made publically available including details of their specific location. Therefore the GPS tracking function must be disabled on equipment when filming or photographing children.

In all communications, ACCI Missions & Relief will avoid:

- a) Publishing a story or an image which might put the child or others at risk of stigmatisation or harm even when identities are changed, obscured or not used. When ACCI Missions & Relief staff/Field Worker wish to use images or information about a child, they should assess the level of risk and follow the below guidelines of what can and can't be revealed:
 - **Low Risk:** Faces, full names and geographical location may be revealed of adults only. Children are much more vulnerable and for this reason children will never be classified as low risk.
 - **Medium Risk:** Faces, pseudonyms (limited cases first names will be permitted) and vague geographical location may be revealed.
 - **High Risk:** Faces & visuals to be concealed, pseudonyms to be used & locations will be changed.
 - **Significant Risk:** ACCI Missions & Relief will not publish any information or images when there is significant risk of harm and stigma.
 - The only exception to the above guidelines is when an individual strongly expresses a desire for their story to be told or details about them to be used and ACCI Missions & Relief decides to respect the subject's right to tell their story as an act of advocacy. The subject must fully understand the risks and how the story will be used. Written permission must be gained in these situations and great caution exercised.

Consent for stories and images of children

- a) When taking photos or recording stories of a child, consent must be gained from a parent or guardian.
- b) Written consent is required if:
 - Photographing children in the context of culturally or politically sensitive or high-stigma issues.
 - When children exercise their rights to tell their story even though there is a risk of stigmatisation or harm.
 - The photo or story clearly identifies and provides substantial information about a child.
 - The individual is the sole focus of a story.
 - Taking images or film of individuals in clinical settings or private settings
- c) Parents are not able to consent to children being photographed or participating in activities that are in breach of the ACCI Missions & Relief Child Protection policy.

See full ACCI Missions & Relief Communications Policy for more information.

APPENDIX 4: CONFIDENTIAL INCIDENT REPORTING FORM

In accordance with ACCI Missions & Relief's reporting procedures, any incident, belief or suspicion of a child protection violation is to be reported and the information passed on to the ACCI Missions & Relief. This includes child abuse, child exploitation, possession of child exploitation material or non-compliance with ACCI child protection policy. Activities or practices in ACCI Missions & Relief projects that do not protect the best interests of the child or do not meet applicable local laws or standard must also be reported.



Please note:

- In no way, nor under any circumstances, is anyone on the field or in Australia to attempt to persuade someone not to notify, or even to delay notifying, authorities in the case of a child protection concern.
- It is not your responsibility to investigate even for the purpose of gathering information for this form. It is sufficient to just report on what you observed, aware of or were told.

PART ONE: ABOUT YOU (Note: This form is to be filled out by the person making the report)

Name: _____

Contact Details (e.g. phone, email, address): _____

Relationship with ACCI Missions & Relief (e.g. Field Worker, Employee, Volunteer etc): _____

Relationship with child: _____

PART TWO: CHILDS DETAILS

Child's name (s): _____ Age: _____ Gender: **F / M**

Any other relevant details or issues to be aware of (e.g. cultural issue, disability, ethnicity, religion etc):

Who does the child live with (include address and contact details)? _____

Is the child aware of this referral? **Yes/No** Is the parent/guardian aware of this referral? **Yes/No**

Where is the child now? Is s/he in a place of safety and are there any immediate medical issues?

PART THREE: YOUR CONCERN

Child protection concern:

- Observed/suspected by yourself
- Disclosure by the child
- Allegation made by (name & details) _____

Date(s), time(s) and location(s) of incident(s): _____

Who is the person suspected?

- ACCI Missions & Relief Staff, Field worker or other representative
- Staff of an ACCI Missions & Relief Strategic Partner
- Someone in the community

Name and other relevant details of person suspected (e.g. address, job position, relationship with child, etc):

Details of Report

Please include the following:

- Details of the child protection concern or incident (Include what is alleged to have happened? What were the circumstances etc)
- Write down exactly what the child or other person has said (in his/her own words) and what you said (NB: Do not ask the child leading question-record actual details)
- Observations made by you (e.g. observed injuries, persons perceived emotional state etc. Mark which observations are fact or opinion)

Have local authorities/external agencies been notified? **Yes/No** Date of notification: _____

Explain (e.g. name of authorities/agency, advice received, actions etc):

Signature: _____ Date: _____

Date matter was referred: _____ Date responded to complainant: _____

Investigation: How was the investigation conducted? Who was involved in the investigation, roles and responsibilities? Include key dates of investigation.

Findings & Comments:

Actions: Include action taken and any continued follow-up needed.

Lessons Learned: Strengths and weaknesses in areas such as the Child Protection Policy and its implementation and management etc.

Recommendations to prevent possible child protection violations and improve the investigation process in the future.

Report prepare by: _____

Signed: _____ Date: _____

General Manager Name: _____

Signed: _____ Date: _____

APPENDIX 5: INTERVIEW AND IMAGE CONSENT FORM



The purpose of this form is to gain consent to interview and capture images of project beneficiaries and participants for use in ACCI Missions & Relief publications/promotions. All content must be sourced according to the ACCI Missions & Relief Communication Policy and Ethical Promotions Guidelines.

Please Note: This form should be translated for non-English speakers.

PART 1: CONSENT OF INTERVIEWEE

1.	I consent to my story and image being recorded and published in ACCI Missions & Relief publications and promotional materials both in print and online. I understand that my story can be downloaded from the internet and may be accessed by anyone. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Only Print
3.	I consent to my story and image being used by ACCI Missions & Relief for the next 4 years (or until I revoke my consent) <input type="checkbox"/> Yes <input type="checkbox"/> No If no , please state how long you consent for your story and image to be used by ACCI: _____
<i>(Note: In the case of survivors of abuse or exploitation, content will be used for a maximum of 2 years unless otherwise specified by the interview subject)</i>	
4.	I consent to ACCI Missions & Relief using my name & the personal details I disclose in my interview in ACCI Missions & Relief publications & promotional materials. <input type="checkbox"/> Yes <input type="checkbox"/> Yes, but I would like to OMIT the following details: <input type="checkbox"/> No
<input type="checkbox"/> Name <input type="checkbox"/> Age <input type="checkbox"/> Specifics of any condition I may have <input type="checkbox"/> Location <input type="checkbox"/> Other (Please specify) _____	

I wish to make the following extra requests: _____

PART 2: DETAILS OF INTERVIEWEE

Name of person being interviewed: _____ Age (if a minor): _____

Location: _____ Project: _____

Signature of interviewee: _____ Date: _____

PART 3: PARENT/GUARDIAN CONSENT

- If the person is under 14 years old a parent or guardian must give consent.
- If the person is 14-18 years old but, in your opinion, is unable to give informed consent, a parent or guardian must also give consent.

Parent/Guardians name: _____

Signature of Parent/Guardian: _____ Date: _____

MANAGING LEVELS OF RISKS:

When ACCI staff/Field Worker wish to use images or information about an individual, they should assess the risks of harm or stigma to the individual and act according to table below in all promotions and communications activities.

As children are always more vulnerable to abuse and exploitation, **ACCIR will rank all children as medium to high risk.**

LEVEL OF RISK OF HARM OR STIGMA:	HOW TO ACT ACCORDING TO LEVEL OF RISK
LOW	Faces, first names and geographical location may be revealed.
MEDIUM	Faces, pseudonyms and vague geographical location may be revealed.
HIGH	Faces & visuals to be concealed, pseudonyms to be used and specific locations will not be revealed.

PART 4: FIELD WORKER

Is the person a survivor of abuse or exploitation:

Yes **No**

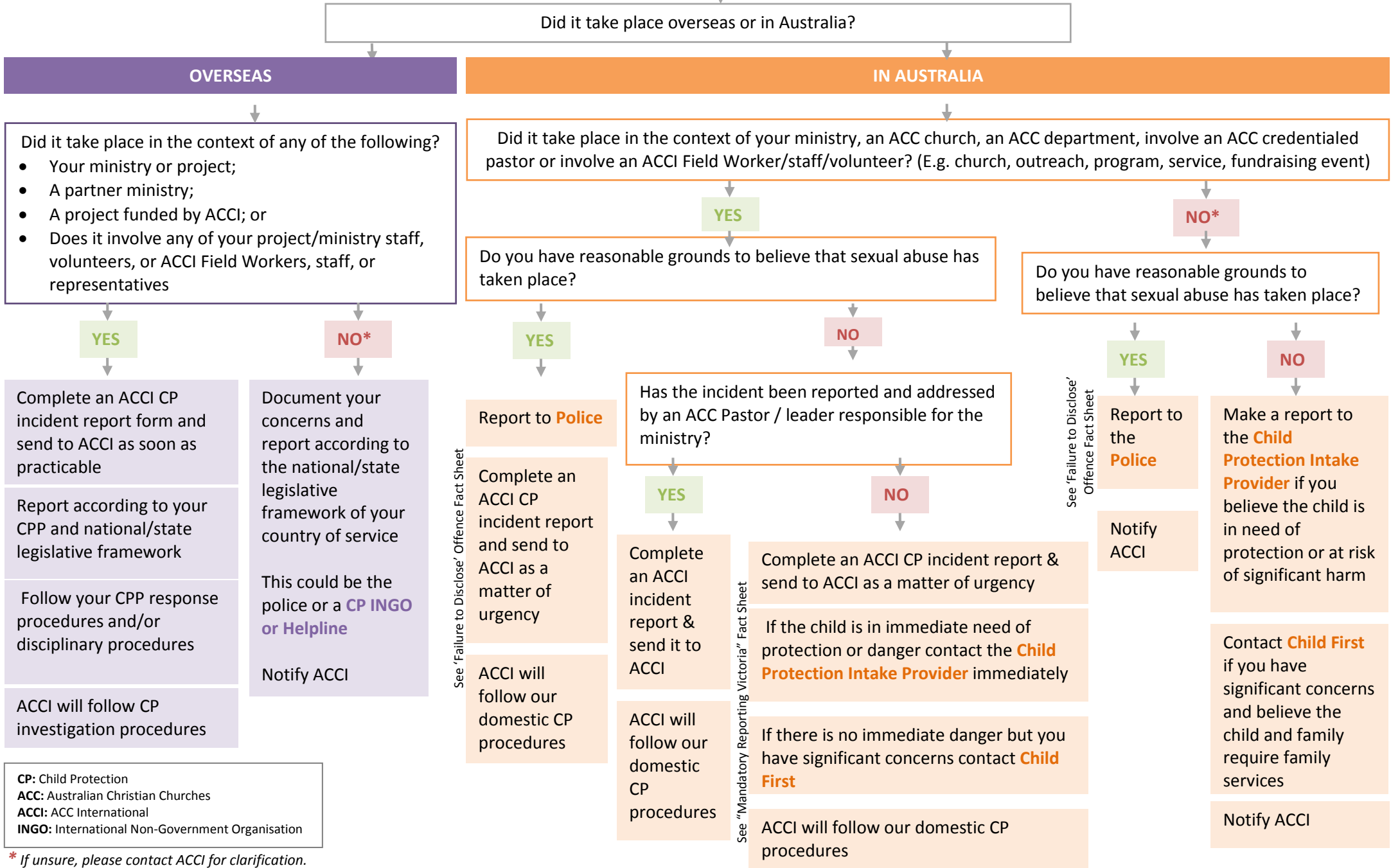
Is there a risk of harm or stigma to the person if this story is published?

- No**
- Yes, Medium Risk** - If yes, please state below the reason why and any recommendations:
- Yes, High Risk** - If yes, please state below the reason why and any recommendations:

Signature of Field Worker: _____ Date: _____

APPENDIX 6: ACCI MISSIONS & RELIEF CHILD PROTECTION RESPONSE FLOWCHART

You have reasonable grounds for belief or suspicion that a child has been abused, is at risk of significant harm or is being groomed:



CP: Child Protection
ACC: Australian Christian Churches
ACCI: ACC International
INGO: International Non-Government Organisation

* If unsure, please contact ACCI for clarification.

APPENDIX 7: A STEP-BY-STEP GUIDE TO MAKING A REPORT TO CHILD PROTECTION OR CHILD FIRST

Protective concerns

You are concerned about a child because you have:

- received a disclosure from a child about abuse or neglect
- observed indicators of abuse or neglect
- been made aware of possible harm via your involvement in the community external to your professional role.

At all times remember to:

- record your observations
- follow appropriate protocols
- consult notes and records
- consult with appropriate colleagues if necessary
- consult with other support agencies if necessary

STEP 1	RESPONDING TO CONCERNS	STEP 2 FORMING A BELIEF ON REASONABLE GROUNDS	STEP 3 MAKING A REFERRAL TO Child FIRST	STEP 4 MAKE A REPORT TO CHILD PROTECTION
	<p>1. If your concerns relate to a child in need of immediate protection; or you have formed a belief that a child is at significant risk of harm*.</p> <p>Go to Step 4</p> <p>2. If you have significant concerns that a child and their family need a referral to Child FIRST for family services.</p> <p>Go to Step 3</p> <p>3. In all other situations</p> <p>Go to Step 2.</p> <p>* Refer to Appendix 2: Definitions of child abuse and indicators of harm in the Protocol – <i>Protecting the safety and wellbeing of children and young people</i></p>	<p>1. Consider the level of immediate danger to the child.</p> <p>Ask yourself:</p> <p>a) Have I formed a belief that the child has suffered or is at risk of suffering significant harm? YES / NO and</p> <p>b) Am I in doubt about the child's safety and the parent's ability to protect the child? YES / NO</p> <p>2. If you answered yes to a) or b) Go to Step 4</p> <p>3. If you have significant concerns that a child and their family need a referral to Child FIRST for family services. Go to Step 3</p>	<p>Child Wellbeing Referral</p> <p>1. Contact your local Child FIRST provider.</p> <ul style="list-style-type: none"> • See over for contact list for local Child FIRST phone numbers. <p>2. Have notes ready with your observations and child and family details.</p>	<p>Mandatory/Protective Report*</p> <p>1. Contact your local Child Protection Intake provider immediately.</p> <ul style="list-style-type: none"> • See over for contact list for local Child Protection phone numbers. • For After Hours Child Protection Emergency Services, call 131 278. <p>2. Have notes ready with your observations and child and family details.</p> <p>* <i>Non-mandated staff members who believe on reasonable grounds that a child is in need of protection are able to report their concerns to Child Protection</i></p>

For further information refer to *Protecting the safety and wellbeing of children and young people – A joint protocol of the Department of Human Services Child Protection, Department of Education and Early Childhood Development, Licensed Children's Services and Victorian Schools*

CONTACT DETAILS

Department of Human Services Child Protection

METROPOLITAN REGIONS		METROPOLITAN REGIONS	
Intake Unit		Regional Office	
Eastern	1300 360 391	Box Hill	(03) 9843 6000
North and West	1300 664 977	Preston	1300 664 977
		Footscray	1300 360 462
Southern	1300 655 795	Dandenong	(03) 9213 2111

RURAL REGIONS			
Intake Unit		Regional Office	
Barwon South Western			
	1800 075 599	Geelong	(03) 5226 4540
Gippsland	1800 020 202	Traralgon	(03) 5177 2500
Grampians	1800 000 551	Ballarat	(03) 5333 6530
Hume	1800 650 227	Wangaratta	(03) 5722 0555
		Wodonga	(02) 6055 7777
Loddon Mallee	1800 675 598	Bendigo	(03) 5434 5555

After hours Child Protection Emergency Services (AHCPEs)

Statewide number for all emergency child protection matters outside of normal business hours (24 hours, 7 days a week):

131 278

Other

Victorian Aboriginal Education Association, Inc.	(03) 9481 0800
Victoria Police Sexual Offences and Child Abuse Unit	(03) 9247 6666
Centre Against Sexual Assault	1800 806 292
Gatehouse Centre, Royal Children's Hospital (for specialist counselling and medical assistance)	(03) 9345 6391
Child Safety Commissioner	(03) 8601 5884
Victorian Aboriginal Child Care Agency	(03) 8388 1855

CHILD FIRST

Local Catchment Area	Contact
Barwon South Western	Greater Geelong, Queenscliff, Surf Coast 1300 551 948
	Colac – Otway, Corangamite 5232 5500
	Warrnambool, Moyne, Glenelg, Southern Grampians 1300 889 713
Gippsland	East Gippsland 5152 0052
	Wellington 5144 7777
	La Trobe, Baw Baw 1800 339 100
	South Gippsland, Bass Coast 5662 5150
Grampians	Northern Grampians, West Wimmera, Hindmarsh, Yarrambat, Horsham 1800 195 114
	Ararat, Pyrenees, Hepburn, Ballarat, Golden Plains, Moorabool 1300 783 341
Hume	Wodonga, Towong, Indigo 1800 705 211
	Alpine, Benalla, Mansfield, Wangaratta 1800 705 211
	Greater Shepparton, Strathbogie, Moira 1300 854 944
	Mitchell, Murrindindi 1800 663 107
Loddon Mallee	Greater Bendigo, Campaspe, Central Goldfields, Loddon, Macedon Ranges, Mount Alexander 1800 260 338
	Buloke, Goonawarra, Swan Hill, Mildura 1800 625 533
	1800 MALLEE
Eastern Metropolitan	Yarra Ranges, Knox, Maroondah 1300 369 146
	Monash, Whitehorse, Manningham, Booroondarra 1300 762 125
North and West Metropolitan	Nillumbik, Whittlesea, Banyule, Yarra and Darebin (03) 9450 0955
	Brimbank, Melton 1300 138 180
	Hume, Moreland 1300 786 433
	Hobson's Bay, Maribyrnong, Melbourne, Moonee Valley and Wyndham 1300 786 433
Southern Metropolitan	Casey, Cardinia, Greater Dandenong (03) 9705 3939
	Aboriginal children and families (Casey, Cardinia and Great Dandenong) (03) 9794 5973
	Frankston, Mornington Peninsula 1300 721 383
	Kingston, Bayside, Glen Eira, Stonington, Port Phillip 1300 367 441