

AIYA Child Protection Policy and Internal Reporting Procedures

The Australia-Indonesia Youth Association (AIYA) is a non-government, youth-led organisation which aims to better connect young Indonesians and Australians to each other and to Australia-Indonesia related opportunities.

AIYA recognises and believes that it is a shared responsibility of all AIYA National Executive, AIYA Chapter Executive and General Members to prevent child exploitation and abuse and protect the rights of children. This is in alignment with organisations working with young people including the Department of Foreign Affairs and Trade (DFAT) who are a major supporter of our association. This policy is written in compliance with relevant Australian State Acts as described [here](#). Further this policy is compiled in adherence to DFAT's Child Protection Policy as a measure of Grant compliance.

AIYA's National Board's Commitment to Child Protection

The AIYA National Board recognises that when working with young people, everyone must operate in a child-centred and community situated way as prescribed by peak industry bodies across Australia. This code and AIYA respect a young person's right to be safe and free as described by the UN Convention of the Rights of the Child. Importantly, it is also the legal obligation of everyone involved in our organisation as prescribed by [each state](#). AIYA is committed to ensuring that:

- Young persons that our organisation interact with will be safe to fully participate in AIYA's initiatives and events without harassment or abuse. This includes but is not limited to sexual advances, sexual abuse, grooming (encouraging an inappropriate relationship), inappropriate remarks or other indecent endeavours. This also includes but is not limited to mental and physical harm.
- This is the joint responsibility of members and committee members to adopt this policy and reinforce it in our organisation. Furthermore, it is the same joint effort to report any transgressions according to the below reporting procedure.

Reducing Risk Strategies

As part of AIYA's commitment to ensuring the rights of children involved in our events and initiatives are upheld, we have specific expectations of our AIYA Chapters which are outlined below. AIYA Members, including all executive committee members, must also always comply with the [AIYA Code of Conduct](#). There is a lot that can be done in planning and coordination to minimise risk.

Where contact with children is identified in the delivery of AIYA's initiatives and event, we require our AIYA Chapter personnel and our members to do the following:

- Perform their own risk assessment of each activity to ensure they identify and manage risks to children appropriately which includes:
 - AIYA Chapter personnel and members are to notify the National Board via the event planning form if their event involves children under the age of 18;
 - It is every AIYA Chapter's responsibility to ensure that all necessary working with children check processes have been followed. This includes all volunteers under AIYA's direction are able to work with minors (youth under 18). This compliance must be communicated with AIYA National, both via the usual Google Form in the preparation of each event as well as via an email to the Operations Director: operations@aiya.org.au. This information must be handled according to the [AIYA Privacy Policy](#).
 - AIYA Chapter personnel and members must obtain the necessary information and written consent from parents, carers and guardians to take photos during AIYA events and adhere to AIYA's Photography or Videography of Children Policy (see below); and
 - If there are suspected or alleged instances of child abuse, exploitation, harm or violating the child protection policy related to an AIYA event or initiative, AIYA Chapter personnel and its members must notify and email AIYA's National Operation Director: operations@aiya.org.au and the National President: president@aiya.org.au within 24 hours of that incident.
 - If AIYA's chapters or its members are planning to implement education-centered programs, they must read and ensure their program comply with DFAT Child Protection Guidance Notes: Education Programs.

AIYA's Child Protection and Reporting Procedures

AIYA has clear internal reporting procedures for volunteers and members to report concerns to the National Board.

- First, any suspected matter will need to be reported to the Chapter President or another leading volunteer. If you do not wish to report to this person then you may directly report to the AIYA Company Secretary (secretary@aiya.org.au) or the AIYA National President (president@aiya.org.au).
- This information is confidential and must be treated as such at all times. This information is handled according to the [AIYA Privacy Policy](#).
- AIYA's National Board will then immediately report any suspected or alleged instances of child abuse, exploitation, harm or child protection policy non-compliance to the Conduct and Ethics Unit via childwelfare@dfat.gov.au.

AIYA's Photography or Videography of Children Policy

When photographing or filming a child or using children's images for AIYA-related purposes in accordance DFAT's Child Protection Policy:

- Take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child;

- Obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided;
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
- Ensure images are honest representations of the context and the facts; and
- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

Supporting Documentation can be found on DFAT's Child Protection Policy which can be found here: <http://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx>

If you have any complaints or encounter any problems in relation to adhering to the Child Protection Policy in AIYA's activities, initiatives and services, you are advised to immediately contact AIYA's National Director of Operations: operations@aiya.org.au and National President: president@aiya.org.au.

Last updated: 21 May 2018