



# TSCL/LSIH Consulting Limited

## Lae SME Incubator Hub

### TSCL/LSIH

# Child Protection Policy 2022

Policy development date	April 2022	Policy Owner	Position
Policy review date	April 2027	Julliane Terry	Owner/Manager
Policy No.	01		

### Policy Statement

TSCL/LSIH is committed to child protection and preventing sexual exploitation, abuse and harassment of vulnerable people in the community. TSCL/LSIH has zero tolerance approach to all forms of child abuse and exploitation and takes 'do no harm to children to children'.

### Values

It is our passion to improve the family and work lives of PNG Nationals. To have them believe in their self-worth and have confidence in what they do, who they work for and to become owners of PNG Businesses or Business Managers & Leaders. Our values are based on ethics, honesty, leadership, role-model and respect for all.



## Mission Statement

The mission of TSCL/LSIH Consulting is to provide high-level support, mentoring and guidance to PNG organizations, businesses, and staff, of all sizes. Improving growth and financial security for both PNG individuals and businesses. by mentoring and development of skills and attributes, to a new level whilst paying respect and homage to the diverse, multicultural history of this great country.

## Scope of Policy

This policy applies to Tok Stret's employees, advisors, consultants, volunteers, partners.

## Key Definitions – basic terms are defined and more detail refer to the glossary (Annex i)

1. Abuse - An act/acts that causes harm to child development, it may be in the form of sexual abuse, physical, emotional, exploitation and harmful cultural practices.
2. Child – means every human being under the age of 18 years old in accordance with the United Nations Convention on the Rights of the Child (UNCRC) and the Lukautim Pikinini Act 2015.
3. Child exploitation – Committing or coercing another person to committee an act or acts of abuse against a child.
4. Sexual abuse – the use of a child sexual gratification by an adult or significantly older child or adolescent. Sexually abusive behaviour can include fondling genital; masturbations; oral sex; vaginal or anal penetration by penis, finger, or any other objects; fondling breast and exposing the child to, or involving the child in pornography.
5. Neglect – the failure by a parent or caregiver to provide a child (where they are in a position to do so) with the condition that are culturally accepted as being essential for their physical and emotional development.

## Strategies & Practice of Child Protection

### 1. Recruitment and Screening Measures

Tok Stret's recruitment procedure for recruiting and screening staff that are in direct or indirect contact with children, including but not limited to:

- Criminal record check before engagement
- Documented verbal referee checks
- Interview plans incorporating behavioural based questioning for working with children role
- Statutory declaration or disclosure statements in circumstances where a reliable police check cannot be obtained



TSCL/LSIH is committed to preventing a person from working with children if they pose an unacceptable risk to children.

### **Child Protection Code of Conduct**

TSCL/LSIH Code of Conduct set out professional behaviour expectations of personnel. The code of conduct is required to be signed by all TSCL/LSIH staffs as part of their contract agreement. Refer to the code of conduct (annexe ii) of this policy.

### **Child Protection Training**

TSCL/LSIH will provide child protection training to personnel and partners to ensure they are informed and aware of the child protection policy, procedures and reporting requirements as well as to strengthen the knowledge and capacity to ensure safety of children during delivery of activities. The training manager is responsible to provide child protection training at the orientation for new staffs. Refresher training will be provided to staffs annually.

### **Child Protection Risk Assessment**

TSCL/LSIH has robust risk assessment procedure in place to manage and mitigate risks of harm to children as a result of the organisation's operations or activities. TSCL/LSIH conduct risk assessment and develop risk management plans, risk register that is reviewed and updated regularly during the life of the activity/project and that help to identify risks and document steps being taken to reduce or remove these risks.

### **Child Protection Incident Reporting Process**

TSCL/LSIH has reporting procedure for any suspicious, allegations or incidents of child abuse and exploitation, including policy/code of conduct non-compliance. Refer to reporting procedure and template (annex iii).

- Report all incident or allegations to the TSCL/LSIH Owner/Manager
- All complaints are handled in confidentiality
- TSCL/LSIH has zero tolerance of child abuse and exploitation and any staff breached the code of conduct or and policy non-compliance will be dealt accordingly. Serious misconduct will lead to termination of employment contract, suspension and dismissal. For investigating cases the staff involved in incidents can be transferred to other duties for procedure fairness in investigation.
- TSCL/LSIH provide referral support services to the child and/or to those impacted. The child's family or staff involved in the reporting process are also required to access external counselling services.



## **Communications guidelines when photographing / filming children**

TSCL/LSIH require all staff to be abided by the code of conduct when photographing or filming a child for work related purposes. The staffs are required to obtain informed consent of both the child and parent or guardian and storing/filming/record-keeping of images. Refer to code of conduct and consent form template in (annex iv).

### **Policy Review**

This policy will be viewed every five years or earlier as required by the senior executive management.

### **Policy Approver**

This policy is approved by the TSCL/LSIH Managing Director in consultation with the Senior Management.

Signature: ..... Date: ...../...../...../

Julliane Terry (Managing Director – TSCL/LSIH)

### **Appendices**

Refer to the list of documents below at the annex;

- Glossary of Child Protection definitions
- List of HR interview behaviour based questions for working with children roles
- Statutory declaration form/disclosure statement
- Child Protection Code of Conduct
- Child Protection incident Reporting form
- Child Protection Risk assessment template/implementation plan/risk register
- Child Protection Consent to personal images/information form
- Child Protection monitoring and evaluation tracking table



**Annex I. Glossary of Child Protection Terms**

<p>Abuse</p>	<p>Includes</p> <p>Physical abuse – the use of physical force against a child that results in harm to the child. Physically abusive behaviour includes shoving, hitting, slapping shaking, throwing, punching, kicking, biting, burning, strangling and poisoning.</p> <p>Neglect – the failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and well-being.</p> <p>Emotional abuse – refers to a parent or caregiver's inappropriate verbal or symbolic acts toward a child, or a pattern of failure over time to provide a child with adequate non- physical nurture and emotional availability. Such acts have a high probability of damaging a child's self-esteem or social competence.</p> <p>Sexual abuse – the use of a child for sexual gratification by an adult or significantly older child or adolescent. Sexually abusive behaviour can include fondling genital; masturbations; oral sex; vaginal or anal penetration; by a penis, finger, or any other objects; fondling breast; voyeurism; exhibitionism; and exposing the child to; or involving the child in pornography.</p> <p>Ill-treatment – disciplining or correcting a child in an unreasonable and seriously inappropriate or improper manner, making excessive and/or degrading demands of a child; and/or a pattern of</p> <p>hostile or unreasonable and seriously inappropriate degrading comments or behaviour towards a child</p>

Behaviour based interview questions	Interview questions that probe the applicant’s past behaviour in specific situation relevant to the position. Behaviour-based questions give interviews additional information about the applicant’ suitability to work with children.
Child or children	In accordance with the United Nations Convention on the Rights of the Child, ‘child’ means every human being under the age 18 unless under the law applicable to the child, majority is attained earlier
Child abuse material	Material that depicts (expressly or implicitly) a child under 18 years of age as a victim of torture, cruelty or physical abuse.
Child exploitation	One or more of the following: <ul style="list-style-type: none"> <li>- Committing or coercing another person to commit an act or acts of abuse against a child</li> <li>- Possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material</li> <li>- Committing or coercing another person to commit an act or acts of grooming or online grooming</li> <li>- Using a minor for profit, labour, sexual gratification, or some other personal or financial advantage</li> </ul>
Child Exploitation material	Material, irrespective of its form, which is classified as child abuse material or child pornography material
Child pornography	In accordance with the optional protocol to HR convention on the rights of the child ‘ child pornography’ means any representation, by whatever means, of a child engaged in real or stimulate explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.

Child pornography material	Material that depicts a person, or is a representation of a person, who is, or appears to be engaged in, or appears to be engaged in, sexual pose or sexual activity, or is in the presence of a person who is engaged in, or appears to be engaged in, a sexual pose or activity, and does this in a way that a reasonable person would regard as being in all the circumstances, offensive
Child protection	An activity or initiative designed to protect children from any form of harm, particularly that arising from child exploitation and abuse.
Child protection policy	A statement of intent that demonstrates a commitment to safeguard children from harm and makes clear to all what is required in relation to protection of children. It helps to create a safe and positive environment for children and to show that the organization is taking its duty and responsibility of care seriously.
Child Safeguarding	The broad obligation on staff and partners to ensure that the design and delivery of programs and organisational operations do not expose children to adverse impacts, including the risk of abuse and exploitation, and that any concern about children's safety within the communities where they work are appropriately reported.
Contact with children	Working on an activity or in a position that involves or may involve contact with children, either under the position description or due to the nature of the work environment.
Criminal record check	A check of an individual's criminal history record. Individual need to consent to a criminal record check and should be informed of the purpose for which the resulting police clearance certificate will be used.

Harm	Any detrimental effect on a child’s physical, psychological or emotional well-being. Harm may be caused by financial, physical or emotional abuse, neglect, and/or sexual abuse or exploitation whether intended or unintended.
Informed consent	Ensures the child and the parent or guardian understand the implications, purpose and potential uses of photographs or videos.
Personnel	Personnel are either employed by an organisation engaged by an organisation on a sub0contract basis, or engaged by organization on a voluntary or unpaid basis. Personnel can include can include paid staff, volunteers, interns, trustees, board members.
Police clearance certificate	The certificate showing the results of a criminal record, which is issued by the police or other authority responsible for conducting such check
Policy non-compliance	The failure to abide by Tok Stret's policy
Statutory declaration	A written statement which you sign and declare to be true before an authorized witness.
Working with children	Working with children means being engaged in an activity with a child where the contact would be 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 work.