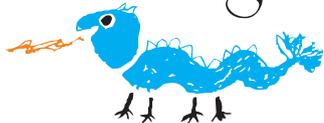




Child Protection Policy

blue dragon



CHILDREN'S FOUNDATION

Last revision: February 2020



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1. Introduction

1.1. Background

About Blue Dragon Children's Foundation

Blue Dragon Children's Foundation (Blue Dragon) works with children in crisis throughout Vietnam and is governed by an Australian Board, Blue Dragon's Children Foundation International (BDI).

Blue Dragon works with highly vulnerable children and so it is our responsibility to do everything in our power to ensure that they are safe and cared for within our organisation.

Blue Dragon children are street kids, children with disabilities and children who have been trafficked. We rescue children from danger, reunite them with their families when we can and provide all the services needed for recovery and growth.

We set ourselves the goal of giving exceptional care, which means we do everything in our ability to lead children out of crisis and nurture their growth. Our work assists individuals, families and whole communities; we take our insights and experience of working with individuals to effect change to institutions, laws and systems.

Our Vision

A world where all children are safe, can attend school, be treated with respect, be heard, be understood, and be loved.

Our Purpose

Blue Dragon provides exceptional care to Vietnamese children in crisis and pioneers new approaches and ideas for systemic change that will lead to a better world for all.

1.2. Commitment to Child Protection

Blue Dragon believes all children have the right to protection from abuse and exploitation. Blue Dragon adopts a 'zero tolerance' approach to child abuse and exploitation and takes all possible steps to reduce the risk of harm and protect the children we come into contact with. This includes ensuring all staff and associated personnel understand the behaviour that is expected of them at all times, both inside and outside working hours, promoting a child-safe environment and responding immediately to any child protection concerns.

Blue Dragon is committed to not only the child and their family, but to advocating for systemic change in government policies and laws for the rights and protection of all children in Vietnam.

2. Guiding Principles

The policy is underpinned by the following principles:

- > Blue Dragon believes all children have the right to live in an environment that is **caring, safe, and free from abuse**, regardless of their background, gender, sexuality, religious or political views, economic status, criminal history or ethnicity.
- > Blue Dragon has **zero tolerance** for any form of child abuse or exploitation.
- > Blue Dragon ensures that everything we do and are involved in should be in the **best interests of the child**.
- > Blue Dragon supports the right of all children to **participate in a meaningful manner** in all matters pertaining to their care and protection.

3. The Policy

3.1. Purpose

This policy documents Blue Dragon's practices and plans to keep children and young adults safe. This policy is intended to guide and educate all staff and associated personnel in preventing any abuse of children within the organisation and its programs. Further, it provides guidance on what steps to take when concerns arise regarding the safety of children. Blue Dragon promotes a culture and environment where everyone is committed to protecting and safeguarding children. This policy is accompanied by implementation guidelines to assist all staff and associated personnel in safeguarding and protecting children across all areas of the organisation's work.

3.2. How Does Blue Dragon Define a "Child"?

The definition of a child under current legislation in Vietnam, Law on Child Protection, Care and Education 2004 states that children are "Vietnamese citizens aged under 16 years". However, Blue Dragon adopts the definition of the United Nations Convention on the Rights of the Child (UNCRC), which defines a child as "any person under the age of 18 years, regardless of whether a country's laws recognise adulthood earlier" (UNCRC, 1989). Vietnam is a signatory to the UNCRC.

3.3. Scope of This Policy

This policy applies to all staff and associated personnel, who are required to abide by this policy both in and out of working hours. 'All staff and personnel' refers specifically to:

- > contracted staff (full time and part time)
- > volunteers
- > interns
- > board members
- > people on short term contracts, including consultants and contractors
- > visitors to Blue Dragon, including donors, researchers and media
- > partners of Blue Dragon

3.4. Definitions in This Policy

Child abuse happens to male and female children of all ages, ethnicity and social backgrounds, abilities, sexual orientation, religious beliefs and political persuasion. Abuse includes physical, sexual, emotional, neglect, child labour and family violence. Abuse can be committed by any adult, including parents, teachers, strangers or any person working with children in a position of trust. Abuse can also be committed by other children.

Abuse

- > **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.
- > **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 a child's physical and emotional development and wellbeing. This may include withholding the means for a child to get an education, forcing a child to sleep in unsuitable conditions like animal pens or a cooking area, locking a child up inside the home for long periods of time or not providing sufficient medical treatment to a child when needed.
- > **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 for example, regularly yelling at a child and calling them stupid, lazy or worthless.
- > **Sexual abuse:** the use of a child for sexual gratification by an adult or significantly older child or adolescent. Sexually abusive behaviours can include fondling genitals, masturbation, oral sex, vaginal or anal penetration (by a penis, finger or any other object), fondling breasts, voyeurism, exhibitionism, and exposing the child to, or involving the child in pornography.¹

Best Interests of the Child

Article 3 of the UNCRC states that "the best interest of children must be the primary concern in making decisions that may affect them. All adults should do what is best for children. When adults make decisions, they should think about how their decisions will affect children. This particularly applies to budget, policy and law makers".²

¹ Fact Sheet No. 12 *What is child abuse and neglect?* National Children's Clearinghouse, Australian Institute of Family Studies.

² https://www.unicef.org/crc/files/Guiding_Principles.pdf

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). Cyberbullying refers to bullying through information and communication technologies such as online chat rooms, sexting, Facebook or other social media. Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender status.

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

CEOs

Blue Dragon management structure utilises a co-CEO model with two appointed CEOs who have separate areas of responsibility. Both CEOs report to the Chair of BDI.

Child Abuse and Exploitation Materials

This refers to material that depicts (expressly or implicitly) a child under 18 years of age as a victim of torture, cruelty or physical abuse; or which may be classified as child pornography material.

Child Labour

Child labour is work that deprives children of their childhood, their potential and their dignity and that is harmful to physical and mental development. Whether or not particular forms of “work” can be called “child labour” depends on the child’s age, the type and hours of work performed, the conditions under which it is performed and the objectives pursued by individual countries. The answer varies from country to country, as well as among sectors within countries (*Source: International Labor Organisation*). It refers to work that:

- > is mentally, physically, socially or morally dangerous and harmful to children; and
- > interferes with their schooling by depriving them of the opportunity to attend school or obliging children to leave school early

Child Protection

Child protection is the term used to describe the responsibilities and activities undertaken to prevent or stop children being harmed.

Child Safeguarding

Child safeguarding is a term used for internal facing, business — critical policies, procedures and practices that are employed to ensure that an organisation itself (local or international NGO, faith — based organisation, school, religious institution, UN agency, etc.) is a child safe organisation. It is a sub-set of the broader field of child protection, which includes the work and actions of individuals, communities, organisations and governments to protect children from all forms of harm.

Duty of Care	Duty of care is a common law concept that refers to the responsibility of the organisation and individuals within 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 or abuse.
Exploitation	Refers to the use of a child in work or other activities for the benefit of others and to the detriment of the child’s physical and mental health, development and education. Exploitation includes, but is not limited to, child labour and child sexual exploitation, including trafficking of children for any purpose.
Grooming	Grooming occurs when someone builds an emotional connection with a child in order to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know — for example a family member, friend or professional.
Human Trafficking	Trafficking in persons involves the recruitment, transportation, harbouring and/or control of the movement of persons for the purpose of exploitation, typically for sexual exploitation or forced labour. Victims are required to provide (or offer to provide) their services or labour as a result of conduct that, in all the circumstances, could reasonably be expected to cause the victim to fear for their own safety — or for the safety of someone known to them — if they refuse to provide that service or labour. Victims suffer physical, sexual and/or emotional abuse and often live and work in horrific conditions. ³
Partner	For the purposes of this policy, partner refers to any organisation or person (such as an external service provider or vendor) that Blue Dragon works with to deliver services in Vietnam.
Sexual Exploitation	Sexual exploitation refers to the sexual abuse of children and youth through the exchange of sex or sexual acts for drugs, food, shelter, protection, other basics of life and/or money. Sexual exploitation includes trafficking for sex and involving children and youth in creating pornography and sexually explicit websites.
Screening	Screening refers to the actions taken to ensure that anyone engaged to work or volunteer with Blue Dragon does not have a past history of abusing children and is suitable to work with or near children.

³ <https://www.ohchr.org/EN/ProfessionalInterest/Pages/ProtocolTraffickingInPersons.aspx>

3.5. Access to This Policy

All staff and associated personnel will have access to a copy of this Child Protection Policy in both English and Vietnamese. The Policy is posted on IntraBlue, Blue Dragon's intranet, in the Policy section, and is also kept in all office and meeting spaces at Blue Dragon centres for access by staff, visitors, donors, partner organisations, and families.

Children have access to a child friendly version of the Code of Conduct and guidelines for reporting and investigation. These guidelines are displayed in all facilities run by Blue Dragon.

4. Code of Conduct

The Code of Conduct is mandatory for all staff and associated personnel to sign and adhere to. The Code of Conduct outlines the behaviour expected of all staff and associated personnel, and their interactions with children and young adults. It is an integral part of this policy.

(Refer to Appendix 1: Code of Conduct)

5. Reporting and Investigation Process

5.1. Mandatory Reporting of Concerns

All staff members and associated personnel are mandatory reporters for any child protection concerns. Staff and associated personnel do not need to have any proof of a breach; it is enough for a person to report a suspicion or concern. All staff and associated personnel should report their concern to a Child Protection Advisory Committee (CPAC) member or a Child Protection Focal Point. If an allegation is against a CEO, staff must report directly to the Chair of BDI. Refer to the **Reporting Process chart below**.

All reports made to a CPAC member will be reported to the Child Protection Focal Point immediately, who is required to inform the Head of CPAC. The Child Protection Focal Point will work with the Head of CPAC to triage reports and plan response and conduct investigation with guidance from the CEOs.

If requested by CPAC, the reporting staff member must also provide a written incident report within 24 hours of the verbal notification to the Child Protection Focal Point. The CEOs are required to inform the Chair of BDI of any serious concerns or breaches of the Code of Conduct. All staff have the right to report a child protection complaint directly to the Chair of BDI, regardless of who is involved in the breach, if they are not satisfied that a proper response to a complaint has been made by the CPAC.

Contact details for Child Protection Focal Points, Child Protection Advisory Committee, the CEOs and Chair of BDI are posted on IntraBlue in the Child Protection section of the Policy page.

If a staff member has a child protection concern or is aware of an incident and decides to not report they are putting children at risk of potential or ongoing harm. Blue Dragon considers not reporting to be a breach of this Child Protection Policy and Code of Conduct.

Reporting Process Chart for Reporting a Child Protection Concern

Who can report?

- > Children and young adults
- > Parents or other adults
- > Partner organisations
- > Blue Dragon's staff, volunteers and associated personnel

What to report?

- > A concern reported by a child or a young adult
- > If you see something concerning
- > If you hear of a concern

When to report?

- > All concerns should be reported as soon as possible and within 24 hours (verbal or written)
- > CPAC will determine whether a written report is required

Who to report to?

- > Report directly to a Child Protection Focal Point or CPAC member (see below)
- > Any allegation against a CEO must be reported directly to the Chair of BDI (chair@bdcf.org)

What will happen to your report?

- > Every reported breach will be taken seriously and treated in confidence
- > CPAC and CEOs will be informed, and will call on external support if required
- > CPAC will conduct an investigation into the concern if warranted
- > The CEOs are required to immediately inform the Chair of Blue Dragon International or donors of any serious breach of the Code of Conduct



Important contacts

Child Protection Focal Point	Giang	0983556950	childprotection@bdcf.org
Head of CPAC	Skye	0946587236	skye@bdcf.org
CPAC Member	Vi	0947747187	vi@bdcf.org
CPAC Member	Chau	0945366536	chau@bdcf.org
CPAC Member	Hong	0936082409	hong@bdcf.org
Chair of BDI	Tony Jacobs	+61 407062948	chair@bdcf.org

5.2. Confidentiality

The reporting of concerns and suspicions is confidential. No staff member who reports a concern in good faith shall have their position at Blue Dragon placed at risk as a result. Every reported concern will be treated in confidence. There may be times when management is unable to maintain confidentiality, such as when a matter must be reported to police. In such an instance, this will be discussed with the staff member reporting and any concerns they may have about safety or other matters will be taken into account.

The CEOs and Head of CPAC will keep incident reports and investigation documents filed in a password-protected file.

5.3. Investigation Procedure

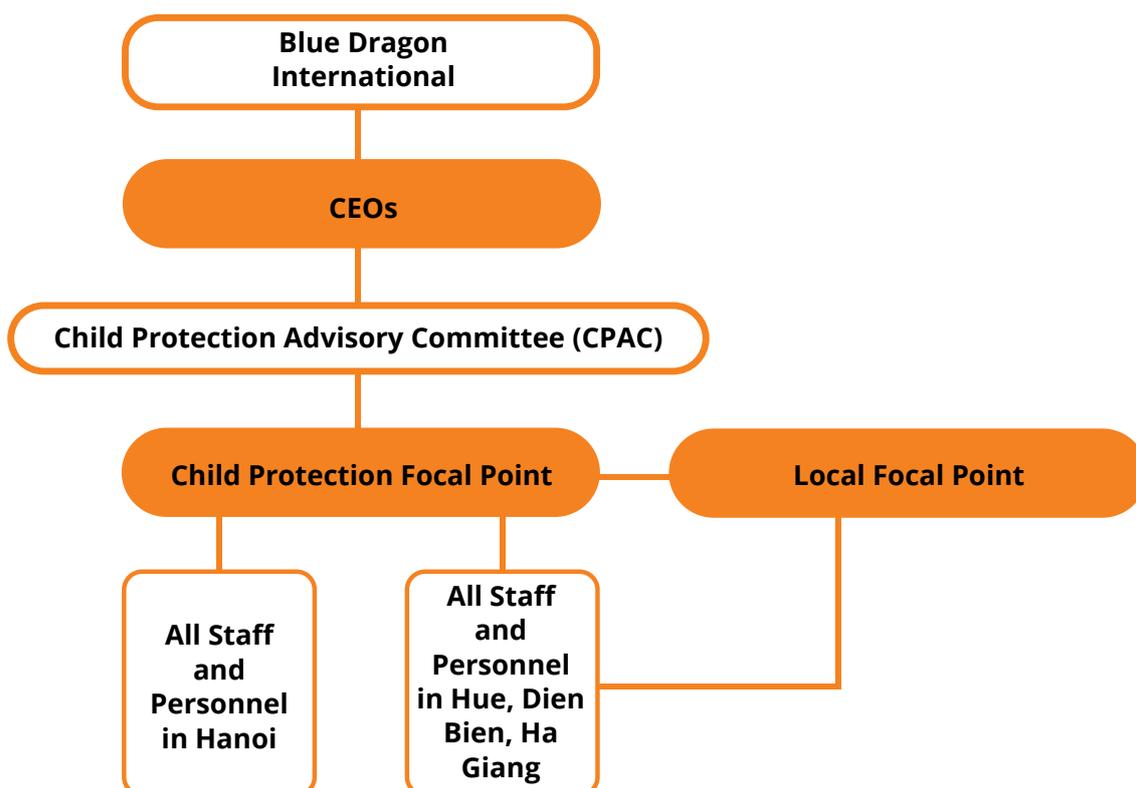
The overriding principles when dealing with child protection concerns is always the best interests of the child. CPAC is responsible for conducting the investigation and will call on external support if needed.

Where the incident is reasonably proven to have occurred, and depending on the severity of the breach, disciplinary measures will be taken in line with the Human Resources manual. If the concern is determined to be a criminal matter, it will be referred to the appropriate authorities.

6. Child Protection Responsibilities and Delegations

6.1. Monitoring Implementation of the Child Protection Policy

Whilst child protection is everyone's responsibility, the diagram below outlines the specific responsibilities for monitoring the implementation of the policy.



6.2. Responsibilities and Delegations

All people associated with Blue Dragon, regardless of their position, have a responsibility to care for and protect children above any other responsibility or role that they may have.

All Staff and associated personnel will

- > Commit to the principles stated in this policy
- > Agree to and sign Blue Dragon's Code of Conduct
- > Participate in Child Protection induction and annual training
- > Adhere to the mandatory procedures for reporting child protection concerns
- > Avoid undertaking any investigation of alleged breaches of this policy and the Code of Conduct
- > Report directly to the Chair of BDI if the concern or breach is suspected to be by a CEO
- > Report directly to the Chair of BDI if they are not satisfied that a proper response to a complaint has been made by CPAC
- > Direct service delivery staff to ensure all children receive training in child protection and are aware of the age-appropriate process of reporting any incident or seeking help
- > Raise awareness in the communities on child protection and Blue Dragon's Child Protection Policy

The Board of Blue Dragon International, the CEOs, Child Protection Advisory Committee and Managers all have separate and distinct responsibilities and delegations regarding the monitoring and implementation of the Child Protection Policy. See Implementation Guidelines for detailed roles and responsibilities for other staff.

7. Child Safe Recruitment

Blue Dragon follows Child Safe recruitment practices for all staff, volunteer and intern positions in the organisation. This includes the use of screening practices, verbal references, police checks, disclosure of criminal background through a Declaration, targeted behavioural interview questions and a probation period.

Any person who may pose an unacceptable risk to the safety of a child will not be engaged at Blue Dragon in any capacity

(Refer to Appendix 2: Child Safe Recruitment Checklist)

8. Induction and Training

All new staff, volunteers, board members and interns undergo an induction which includes training in Blue Dragon's Child Protection Policy and signing of the Code of Conduct.

Annual training in child protection is mandatory for all staff. Ongoing related training is provided for all staff throughout the year.

Volunteers and interns are required to participate in tailored child protection training through regular meet-ups and supervision with their supervisor.

9. Working with Partners and Other Organisations

Blue Dragon works with other organisations in Vietnam and abroad to benefit our children. This may include building relationships with organisations that help with education, health, employment or vocational opportunities for children.

Blue Dragon establishes a shared understanding of Blue Dragon's Child Protection Policy and practices with all partners. Formal partners are provided with basic training in child rights, child protection and the need for a Child Protection Policy. Partners are provided with a copy of Blue Dragon's Child Protection Policy and are asked to sign the Code of Conduct.

Blue Dragon collaborates with partners in the development of new projects or programs to ensure child safe practices are implemented.

10. Risk Assessment

Blue Dragon is a child-focused organisation and works with highly vulnerable children. All Blue Dragon staff and volunteers are required to be aware of potential risks to children at all times. In addition to ongoing awareness of potential risks to Blue Dragon children, Blue Dragon Management will conduct an annual organisational risk assessment. An organisational Risk Register will be maintained, which all Program Managers and Coordinators will contribute to. This Register will be reviewed annually and if necessary, updated. If circumstances change during the year period, an assessment will be conducted sooner. Any time there is a serious breach of the Code of Conduct, an organisational risk assessment will automatically be conducted.

(Refer to Appendix 3: Risk Assessment)

11. Exceptional Circumstances

Blue Dragon works in a very dynamic and unpredictable environment where sometimes our work with children doesn't fit neatly into our own guidelines. All decisions and actions that are made in exceptional circumstances must be made in consultation with the staff members manager, CPAC and CEOs, and always be in the best interest of the child. The CEOs will inform the Chair of BDI.

12. Review of This Policy

Blue Dragon's Child Protection Policy is reviewed every 3 years by Blue Dragon International's Child Protection Specialist Directors. This review could involve speaking with staff, observing implementation and comparing the policy to relevant compliance standards.

In addition, the Child Protection Advisory Committee reviews the implementation of this policy each year.

The policy can be updated at any time by the CEOs, with input from the CPAC, and all changes must be approved by the board of Blue Dragon International.

BLUE DRAGON IMPLEMENTATION GUIDELINES HAVE BEEN ADOPTED BY THE BOARD:	5TH APRIL 2017
FORMAL REVIEW BY BDI & CPAC:	DEC 2019
NEXT REVIEW BY CPAC:	DEC 2020
NEXT FORMAL REVIEW:	DEC 2022

Appendix 1

CODE OF CONDUCT



The Blue Dragon 'Code of Conduct' should be read in conjunction with the Blue Dragon Child Protection Policy and Young Adult Protection Policy. All staff, board members, partners, interns and volunteers must read, sign and abide by the Code of Conduct. The Code of Conduct is intended to guide all staff and associated personnel in making ethical decisions and ensuring the protection of children and young adults at all times (this includes inside and outside of working hours). Blue Dragon's ability to ensure the protection of children and young adults that it works with depends on the commitment and ability of its staff and volunteers to uphold and promote the highest standards of care, best practice, ethical and professional conduct.

All people working with Blue Dragon in any capacity, paid or otherwise, must agree to and abide by the following:

I _____ am engaging with Blue Dragon Children's Foundation in the position of _____

I have read Blue Dragon's Child Protection Policy and Young Adult Protection Policy. I understand the responsibilities of all people when working with or around the children and young adults at Blue Dragon, and I will abide by this Code of Conduct at all times.

I understand I must always:

- > Treat children and young adults with respect regardless of gender, race, colour, language, sexual orientation, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- > Endeavour to provide an inclusive and safe environment for all children and young adults.
- > Avoid circumstances where my behaviours may be misinterpreted as hostile, neglectful or inappropriate to children and young adults.
- > Recognise that children and young adults have a right to make their own independent choices and to give or withhold consent to an activity or service.
- > Use computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or young adults, or access child exploitation or abuse material through any medium.
- > Safeguard and use Blue Dragon information and resources in a responsible manner which will not place children and young adults at any risk of harm.
- > Abide by Blue Dragon's confidentiality agreement to ensure the safety and privacy of beneficiaries and their information at all times.
- > Uphold the integrity of Blue Dragon by ensuring that my professional and personal conduct is, and is seen to be, of the highest standard at all times.

I understand that it is inappropriate to:

- > Spend excessive time alone with children and young adults away from other people.
- > Spend time with children and young adults outside of approved Blue Dragon activities or the requirements of my particular role in the organisation.
- > Take children and young adults to my home.

I understand I must never:

- > Use physical punishment on children and young adults such as smack or hit them.
- > Develop intimate or sexual relationships with children and young adults.
- > Develop relationships with children and young adults which could in any way be deemed exploitative or abusive.
- > Act in ways which may be 'grooming' a child or young adult for abuse, in ways which are abusive or which may place a child or young adult at risk of abuse.
- > Use language or behaviour towards children and young adults which is inappropriate, offensive, abusive, sexually provocative, demeaning or culturally inappropriate.
- > Sleep in the same room or bed with a child or young adult, unless absolutely unavoidable, in which case I must inform and receive approval from my Manager and CPAC first.
- > Do things for children and young adults of a personal nature which they, themselves, can do independently, for example, dressing and undressing or going to the toilet.
- > Condone, or participate in, behaviour of children and young adults which is illegal, abusive or exposes them to danger.
- > Act in ways intended to shame, humiliate, belittle or degrade children and young adults.
- > Discriminate against, or favour, particular children and young adults to the exclusion of others.
- > 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 or which places them at significant risk of injury.
- > Hire young adults for domestic or other labour through physical threats, psychological coercion, illegal methods, deception or other coercive means.
- > Exert undue influence or coercion over a child or young adult's financial affairs or arrangements or misuse or misappropriate his or her property, possessions or benefits.
- > Release or discuss any personal or confidential information about suspected or proven child abuse or young adult abuse cases other than with the designated Child Protection Focal Points, CEO's or Chair of BDI as per Blue Dragon's Child Protection Policy.

When photographing or filming a child or using children's images for work-related purposes, I will:

- > Be informed and respectful of local traditions or restrictions before photographing or filming a child.
- > Obtain informed consent from the child and parent or guardian of the child by explaining the possible uses of the photograph or film, before photographing or filming.
- > Ensure photographs, films, and videos present children in a dignified and respectful manner and not in a vulnerable or submissive manner.

- > Ensure children are adequately clothed and not in poses that could be seen as sexually suggestive.
- > Ensure images are honest representations of the context and the facts.
- > Ensure file labels, data or text descriptions do not reveal identifying information about a child when sending images electronically and publishing images in any form.
- > Ensure all photos and videos are kept in a secure, password-protected folder or location, accessible only to those with permission to do so.
- > Never use photos or film of Blue Dragon beneficiaries for my personal use, including posting on my personal social media, except when resharing content from the official Blue Dragon social media.

To ensure my commitment to this Code of Conduct, I will:

- > Make myself aware of situations that may present risks and manage them accordingly. If I am unsure I will ask my supervisor for support.
- > Participate in the Blue Dragon Child Protection and Young Adult Protection induction training, and other mandatory training that is provided or organised by Blue Dragon.
- > Plan and organise my work and the workplace so as to minimise risks to children and young adults.
- > Ensure that, whenever possible, another adult is present when working within the proximity of children.
- > Contribute to a culture of openness to enable any issues or concerns to be discussed.
- > Talk to children and young adults about their contact with staff and volunteers, in order to build their skills in protective behaviours and understanding their rights to protection from abuse and harm.
- > Encourage and support children and young adults to raise any protection concerns or incidents.
- > Comply with all relevant local legislation and international conventions, including labour laws in relation to child labour and forced labour.
- > Immediately report any protection concerns or suspicions in accordance with Blue Dragon's Child Protection Policy and Young Adult Protection Policy and associated guidelines.
- > Immediately disclose all charges, convictions and other outcomes of an offence which occurred before or occurs during my association with Blue Dragon that relate to exploitation and abuse of children and young adults.
- > Ensure photographs, films, and videos present children in a dignified and respectful manner and not in a vulnerable or submissive manner.

I have fully disclosed to Blue Dragon any information that is relevant to an assessment of my suitability to work with or near children and young adults. I understand that the responsibility is on me, as a person associated with Blue Dragon Children's Foundation, to use common sense and avoid actions or behaviours which could be construed as exploitation or abuse of children and young adults. I understand that at all times I can contact Blue Dragon's Child Protection Advisory Committee or my manager to discuss any aspect of the Child Protection Policy and Young Adult Protection Policy that remains unclear.

Name

Signature

Date

For volunteers/staff who are aged under 18 at the time of application, the co-signature of a parent or guardian is required:

Name of parent/guardian

Signature

Date

Thank you for contributing to the care and protection of children and young adults at Blue Dragon.

Appendix 2

CHILD SAFE RECRUITMENT CHECKLIST

Blue Dragon follows Child Safe recruitment practices for all staff, volunteer and intern positions in the organisation. This includes the use of screening practices to ensure suitability to work with or near children (eg targeted behavioural interview questions, verbal references, police check, disclosure of criminal history, and a probation period).

Task	Who is involved	Check
Approval for new position, including program need and funding.	HR, Program/Department Manager, CEOs	
Job Description developed. 1) Must use standard template 2) Translate into English and Vietnamese	HR, Program/Department Manager, CEOs	
Job Description posted internally on IntraBlue and externally on other forums. Applicants to email jobs@bdcf.org .	HR	
Applicants must provide a letter of introduction; their CV; details of 2 referees (should be from previous supervisors); and confirmation that they can provide a police check.	HR via jobs@bdcf.org	
All applicants must be responded to, thank them for their application and we will be in contact soon.	HR via jobs@bdcf.org	
Meet to shortlist applicants (print off all applications).	HR, Program/Department Manager	
Schedule interviews with shortlisted applicants.	HR	
Adjust Interview plan questions to suit position and level of contact with children, must include both behavioural and situational questions.	HR, Program/Department Manager	
Conduct interview using interview plan to screen applicants.	HR, Program/Department Manager	
Select successful candidate.	HR, Program/Department Manager, CEOs	
Complete reference checks verbally by phone. <i>Content of reference checks to be shared with Manager, Head of Operations and CEOs.</i>	HR	
Contact successful candidates to offer salary and request a copy of a current police check.	HR	
Meet to confirm employment with applicant including: signing a declaration of criminal history and finalising all paper work. <i>Any concerning information in declaration of criminal history, police check or other paperwork must be shared with Head of CPAC and CEOs.</i>	HR	
Contact unsuccessful applicants (interview and no interview).	HR	

Appendix 3

RISK ASSESSMENT:

Assessment of Contact and Activities with Children and Young Adults

Assessing Contact with Children and Young Adults (Add name of Program/Department)				
Activity	Approximate number of children or young adults involved	Types of children or young adults <i>In school/out of school, living on street, disabled, trafficked, male, female</i>	How often staff/ volunteers interact with the children or young adults <i>Daily/Overnight/ Weekly/Monthly</i>	What kind of interaction? <i>One on one, in groups only, supervisor in shelter, Facebook, on the street, counseling, sports coach, etc.</i>
Completed by:				Date:

Assessing Risk to Children and Young Adults (Add name of Program/Department)					
Type of Activity	Possible risk that can happen to child/ young adult	Possible impact to child/young adult	Level of Risk 1,2,3 <i>(use matrix)</i>	Step to reduce risk	Who is responsible
Completed by:					Date:

Risk Matrix

Very High *Very serious physical, psychological or emotional harm, or death. *Critical incident, emergency hospitalization required, death or permanent injury.		1	1	1
High *Serious physical, psychological, emotional harm will occur. *First aid required and hospitalization. Long term injury or illness.		2	1	1
Low *Some short term, non-serious physical, psychological emotional harm may occur. *First aid required. Child will recover from harm in a short time.		3	2	1
 Level	 Likelihood	Unlikely 0% -35% chance of happening	Likely 35% - 70% chance of happening	Very Likely 70% – 100% chance of happening

1 = Serious Risk
2 = Moderate Risk
3 = Low Risk

Deal with urgency and reduce the risk immediately, have strong safeguards in place.

Deal with it as soon as possible, have good safeguards and prevention in place.

Deal with it when able to, put reasonable safeguards in place.