



Safeguarding Code of Conduct

Policy Statement

Our Safeguarding Code of Conduct explains what is expected of Baptist World Aid Australia's (BWAA) representatives and what BWAA representatives can expect in return, to safeguard themselves and others from harm, including sexual exploitation, abuse and harassment. We explain these expectations so that BWAA representatives understand how to do the right thing, all the time as we work for 'a world where poverty has ended, and all people enjoy the fullness of life that God intends'.

BWAA acknowledges an imbalance of power between workers and program participants, adults and children, men and women, ability and disability, ethnic and indigenous status, religion, gender identity and sexual orientation, age, health, poverty and geographic location. We acknowledge that an imbalance of power can increase a person's vulnerability.

BWAA is committed to preventing sexual exploitation, abuse and harassment by BWAA Representatives and implementing partners within all contexts and regarding any power imbalance. Any form of misconduct by a BWAA representative is unacceptable and will be dealt with according to the relevant BWAA policy and may result in termination of employment or engagement.

Scope and Purpose

This Policy applies to all BWAA representatives, whether in Australia or overseas.

- employees
- volunteers, interns and work experience students
- board members
- contractors and consultants
- participants of supporter trips

BWAA is committed to the safety and wellbeing of all children and adults participating in BWAA activities and BWAA funded activities (Australian based and/ or overseas). Whilst this Code of Conduct protects all children and adults, it aims to particularly reflect BWAA's commitment to safeguarding vulnerable persons. Vulnerable persons are defined as a) a child or young person; and b) vulnerable adults.

A child or young person is a person under the age of 18 years. This includes any child a BWAA representative comes into contact with, including attendees or participants in BWAA or BWAA funded events or activities (in Australia and overseas), visitors to BWAA's offices and BWAA supporters under the age of 18 years. We support the Rights of the Child and will act without hesitation to ensure a child safe environment is always maintained.

Vulnerable adults are people who are either of or above the age of 18, who may be placed in a position of vulnerability including but not limited to not being able to care for themselves and/or



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not being able to protect themselves from any harm or exploitation. Individuals could be vulnerable due to their position in an organisation, age, gender identity, mental or physical health, ability and disability, ethnic and Indigenous status, race, religious identity, sexual orientation, economic or social status, or being located in disaster or conflict prone regions. We acknowledge that an imbalance of power can increase a person's vulnerability.

I, _____, agree that whilst employed, engaged by or representing Baptist World Aid Australia, I must:

- Treat all people with respect regardless of their position in an organisation, age, gender identity, mental or physical health, ability and disability, ethnic and indigenous status, race, religious identity, sexual orientation, political opinion, economic or social status, or being located in disaster or conflict prone regions.
- Never use language or behaviour that is inappropriate, abusive, bullying, harassing, sexually provocative, demeaning or culturally inappropriate
- Avoid actions or behaviours that could cause emotional or psychological harm to children or vulnerable people, such as bullying, intimidation, or exposing them to distressing situations.
- Be aware of behaviour and avoid actions or behaviours that could be perceived by others as sexual exploitation, child exploitation, abuse or harassment.
- Never have a sexual relationship (including sexual intercourse, sexual activity, including paying for sexual services, or sexual exploitation) with any program participants, children or any vulnerable adults.
- Never engage in any transactional sex, being the exchange of money, employment, goods or services for sex (including sexual favours) with any adult engaged in BWAA activities and BWAA funded activities, or with any child (engaged in BWAA activities or BWAA funded activities or not).
- Never engage in any form of sexual intercourse or sexual activity (including paying for sexual services) with children (persons under the age of 18) regardless of the age of the majority or the locally recognised age of consent. Mistaken belief in the age of the child is not a defence.
- Never engage with commercial sex workers or engaging in prostitution of any form whilst on a work trip (including travel time, field visits and leisure time) and representing BWAA, even if commercial sex work is legalised in that country.
- Never develop a relationship that involves or appears to involve bias, preferential treatment or improper use of your position including but not limited to a close and emotional relationship involving intimate relations, public displays of affection and/or public expression of intimate relations.
- Strongly discourage sexual relationships between Implementing Partner staff and program participants. If a relationship develops, ensure that a conflict of interest is declared to protect against exploitation and abuse.
- Unless absolutely necessary, ensure that, another adult is present when working near children.

- Encourage all children and adults, parents/guardians, community members, implementing partner organisation representatives and representatives of BWAA to raise concerns of any exploitation and/or abuse and harassment.
- Not invite unaccompanied children that participate in BWAA activities or BWAA funded activities into my place of accommodation, unless they are at immediate risk of injury or in physical danger.
- Not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my manager's or the BWAA representative's permission and ensure that another adult is present if possible (noting that this does not apply to my own children).
- Never use any computers, mobile phones, video cameras, cameras, or social media to exploit or harass children, or access child exploitation material through any medium.
- Not disclose personal information, images, or data-related to children without proper consent and necessary safeguards.
- Not engage in, support, or facilitate any form of human trafficking, including recruiting, transporting, transferring, harbouring, or receiving children through coercion, abduction, fraud or deception.
- Not engage in any form of modern slavery, including forced labour or practices that exploit children for labour or services.
- Not hire children for domestic or other labour that is inappropriate given their age or developmental stage; that interferes with their time available for education and recreational activities; or that places them at significant risk of injury.
- Not engage in or arrange child marriage or any practices that could be construed as facilitating child marriage.
- Not do things of a personal nature that a vulnerable person can do for him/herself, such as providing aid with changing clothes or using the bathroom.
- Not hold, kiss, cuddle or touch a vulnerable person in an inappropriate, unnecessary or culturally insensitive way.
- Not consume alcohol or illegal substances within the presence of children or provide alcohol or drugs to children including illegal and prescription substances.
- Not under any circumstances provide gifts to vulnerable people that have not been approved by a BWAA representative.
- Never possess, control, distribute, obtain or transmit child exploitation material or child pornography, or use online networks to download or share inappropriate material of a sexually abusive or exploitative nature
- Not use physical punishment or discipline on children participating in BWAA activities or BWAA funded activities.
- Comply with all relevant Australian and local legislation, including labour law in relation to child labour.
- Adhere to mandatory reporting requirements and immediately report concerns or allegations of wrongdoing including but not limited to child exploitation, sexual

exploitation, abuse, harassment and/or policy non-compliance in accordance with BWAA Child Safe and SEAH (Sexual Exploitation, Abuse and Harassment) Allegation Management Procedure.

- Immediately inform my manager of any concerns that my words, actions or behaviour in any situation may be considered to breach the Child Safe Policy, PSEAH Policy and Safeguarding Code of Conduct.
- Immediately disclose all investigations (closed and ongoing), charges, convictions and other outcomes of an offence that relates to sexual exploitation (including child exploitation) and abuse, including those under traditional law, which occurred before or occurs during my association with BWAA.
- Not knowingly link any Child Partner with a supporter who is known to intend harm to a child.
- Not knowingly provide any identifying information about a child to a supporter.
- Not develop inappropriate relationships with any child who participates in BWAA activities of BWAA funded activities. This includes having contact with a child who is a supporter or volunteer through personal telephone, email or social media accounts.
- Ensure children involved in BWAA activities or BWAA funded activities are well informed of the process and have provided consent for any photos/film or stories gathered.
- Not publish undignified* photos taken of children in Transform Aid International programs in social media.

* Undignified:

- Images should be decent and respectful and not present people as victims.
- Images should not depict people in a vulnerable or submissive manner.
- People (especially children) should be adequately clothed in photographs and not in poses that could be interpreted as sexually suggestive.
- Paternalistic images should be avoided, e.g. portraying the agency/donors as the 'providers'.
- Photographs should be used in context and should be a true representation of events.

USE OF CHILDREN'S IMAGES FOR WORK RELATED PURPOSES

Before photographing or filming a child or using images for work related purposes, I must:

- Take care to ensure that local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child.
- Obtain consent as per BWAA's Informed Consent and Communication Resources Policy. I will not undertake an informed consent conversation unless an Implementing Partner is present or facilitating the conversation.
- Ensure that photographs, film and videos 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 an honest representation of the context and the facts and avoid perpetuating stereotypes or stigmatisation.
- Only use images that are relevant to the organisation or Implementing Partner’s activities and services, such as children participating in an activity specifically associated with the organisation or implementing partner.
- Not produce photographs, films, videos or DVDs that contain identifying information about children for example, show a school uniform, a document with a child’s name, address, telephone number or location.
- Ensure file labels, text descriptions and metadata do not reveal identifying information including GPS location data about the child when sending images electronically or publishing images in any form.
- Where using images in communications, that I have sighted the consent form for the Image, ensure that it is filed appropriately, and I am aware of when that consent will expire.
- Store all images securely, limit access to authorised personnel, and use encrypted storage solutions where possible.
- Obtain review and approval from an appropriate authority within the organisation before publishing or distributing images, ensuring all guidelines have been followed.

I will conduct myself in a manner consistent with BWAA’s values (Called, Bold, Collaborative, Excellence, Learning) and Child Safe and PSEAH Policies and Allegation Management Procedures.

I understand that it is my responsibility, as a BWAA representative, to avoid actions or behaviours that are, or could be construed as exploitation, sexual exploitation (including sex transactional or otherwise), abuse, harassment, sexual harassment and/or bullying.

I understand that it is my obligation to report wrongdoing or suspicion of wrongdoing following the BWAA Child Safe and SEAH (Sexual Exploitation, Abuse and Harassment) Allegation Management Procedure.

Name	
Signature	
Date	

Document Control Information

Safeguarding Code of Conduct	
Owner	Director of Risk, Governance and Business Optimisation
Master Copy	Risk & Governance Team
Document Type	Approval required
<input type="checkbox"/> Governance, Substantive Operational/ Organisation Policies	Board
<input checked="" type="checkbox"/> Operational/ Organisation Policies	Executive
<input type="checkbox"/> Departmental Policies	Department Director
<input type="checkbox"/> Procedure	Department Director
<input type="checkbox"/> Substantive Procedure/ Procedure that impacts whole organisation	Executive
<input type="checkbox"/> Other BWAA Documents: work instructions, forms, guidelines, manuals	Department Director
<input type="checkbox"/> Other substantive BWAA Document	Departmental Director, Executive and Board
Date created	22/7/2025
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Date next Review	28/05/2028

Date	Version	Revision Description	Reviewed / Updated by
01/08/2011	1	Created	HR Advisor
02/06/2017	2	Updated to apply to people participating in supporter trips. Updated photograph consent requirements.	Policy QA Coordinator & HR Advisor
10/10/2017	3	Updated to align with ACFID standard (gifts, consumption of substances, physical contact)	HR Advisor
23/10/2019	4	Updated after PSEAH changes	Governance & Risk Coordinator; HR Manager
09/12/2019	5	Updated to Safeguarding - combining Child Safe and	Chief of Staff; Governance & Risk Coordinator; HR Manager; Safeguarding Officer

		PSEAH within one Code of Conduct	
16/03/2020	6	Clarified definitions of children and adults	Policy QA Coordinator
6/5/2022	7	Review by Safeguarding Committee	Safeguarding Committee
28/5/2025	8	Updated to support changes to DFAT policies	Risk and Governance Coordinator