BAPTIST WORLD AID

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.

These expectations are set out to help BWAA representatives consistently act with integrity as we work towards 'a world where poverty has ended, and all people enjoy the fullness of life that God intends'.

BWAA acknowledges that power imbalances may exist between BWAA representatives and program participants, adults and children, men and women, people of different abilities, ethnic and Indigenous backgrounds, religions, gender identities and sexual orientations, ages, health statuses, economic circumstances and geographic locations. BWAA recognises that such imbalances can increase a person's vulnerability.

BWAA is committed to preventing sexual exploitation, abuse and harassment by BWAA representatives and implementing partners in all contexts, particularly where power imbalances may exist. Any misconduct by a BWAA representative is unacceptable and will be addressed in accordance with 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 funded activities (Australian based and/ or overseas). Whilst this Code of Conduct aims to protect all children and adults, it particularly reflects 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 encounters, 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 maintained.

Vulnerable adults 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 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, 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, Click or tap here to enter text. , acknowledge that I have read and that I understand BWAA's Child Safe Policy and Protection from Sexual Exploitation, Abuse and Harassment Policy. 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 or disability, ethnic or 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
- Not engage vulnerable adults, program participants, or children under the age of 18 (regardless of the age of the majority or the locally recognised age of consent) in any form of sexual intercourse or sexual activity, including paying for sexual services. Mistaken belief in the age of the child is not a defence.
- Be aware of behaviour and avoid actions or behaviours that could be perceived by others as sexual exploitation, child exploitation, abuse, bullying, intimidation, or harassment.
- Never engage in transactional sex, (the exchange of money, employment, goods or services for sex or sexual acts) in any project location or high-risk setting, with any adult, or with any child (engaged in BWAA activities or BWAA funded activities or not).
- Wherever possible, ensure that another adult is present when working near children.
- 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 any identifying information about a child to a supporter, or any personal information, images, or data-related to children without proper consent and necessary safeguards.
- Not engage in any form of modern slavery, forced labour or 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.
- 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 on children.
- Comply with all relevant Australian and local legislation.
- 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.

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 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, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner, including by ensuring any children presented are 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.
- Limit access to authorised personnel, ensuring file labels, text descriptions and metadata do not reveal identifying information including GPS location data about the child when sending images electronically, publishing images in any form, or encrypting and storing.
- 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.

- 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 these behaviours.

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**
☒ Operational/ Organisation Policies	**Executive**
Date created	22/7/2025
Date last reviewed	12/05/2026
Date Approved	4/08/2026
Date next Review	4/08/2029

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 PSEAH within one Code of Conduct	Chief of Staff; Governance & Risk Coordinator; HR Manager; Safeguarding Officer
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
12/5/2026	9	Updated to reflect new DFAT guidance	Risk and Governance Coordinator