 Habitat for Humanity® Vietnam	Policy Family: Governance & Management		
	Policy Title: Child Protection Policy & Procedures		
	Policy number: HFHV-GM-PP-001		Version: 03

AP/HQ reviewed (if any):	Rowena Cuanico, Nurul Nordin	Date:	06/14/2022
Approved by:	National Director - Bells Borja	Date:	06/15/2022
Issuing department:	National Office	Author:	Hoan Tran
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Policy history

Version	Date	Remark of changes	Author	Reviewers	Approver
01		First release			
02	12/01/2016	Changes based on 2016 version of HFHA Child Protection Policy	Hoan Tran		Kelly Koch
03	06/15/2022	Overall update based on changes of HFHA's 2022 Child Protection Policy	Bells Borja Hoan Tran		Bells Borja

1. Introduction


Habitat for Humanity Vietnam (HFHV) recognizes and is committed to the principles enshrined in Article 19 of the *UN Convention on the Rights of the Child* that all children, wherever they may live and whatever their circumstances, have the right to be protected, nurtured and free from all forms of violence, abuse, neglect, maltreatment, and exploitation.

Habitat for Humanity Vietnam's Child Protection Policy is guided by the principles enshrined in the United Nations Convention on the Rights of the Child and Department Foreign Affairs and Trade's (DFAT) Child Protection Policy (2017). Habitat for Humanity Vietnam's Child Protection Policy and Appendices are reviewed every two years and re-ratified by HFHV's Leadership Team.

Habitat for Humanity Vietnam's Child Protection Policy is reviewed more regularly if required to comply with any changes to Children Law of Vietnam, Habitat for Humanity International (HFHI) Safeguarding Policy, the DFAT Child Protection Policy, the Australian Council for International Development (ACFID) Code, or Commonwealth Law.

This policy must be read in conjunction with HFHV's Child Labour Policy which outlines our commitment to supporting programs which protect the health and safety of children, HFHV's Prevention of Sexual Exploitation, Abuse and Harassment Policy, HFHV's Use of Photos and Stories Policy and HFHI's Safeguarding Policy which outlines specific provisions for managing child protection risks in humanitarian response contexts.

HFHV acknowledges that in its usual operations it does not have programs which work directly with children as such. However, HFHV recognises that children are everywhere and HFHV stakeholders will come into contact with children in the usual course of working with vulnerable individuals and families who need shelter and housing. This policy and the associated practices

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adopt a risk-based approach noting that the risks on a construction site in Vietnam will necessarily be different to risks in the local communities we work with in our international development work.

2. Definition of Terms

Child: In keeping with the UN Convention on the Rights of the Child, HFHV defines a child as a person under the age of 18 years.

Abuse: There are several forms of child abuse, all of which have the potential to have a significant impact on a child's development and well-being. They include:

Physical Abuse: Physical abuse occurs when a person purposefully injures or threatens to injure a child or young person. This abuse may include slapping, punching, shaking, kicking, burning, shoving, or grabbing, forced labor, or making available alcohol or drugs to a child. Physical injury may take the form of bruises, cuts, burns or fractures. It is not always the case physical injuries will be visible.

Emotional Abuse: Emotional abuse occurs when persistent ill treatment of a child affects their self-esteem. This may include name calling, rejection, threatening, intimidating, cyberbullying, or any other acts which can affect the child's physical and emotional growth, and self-esteem.

Neglect: Neglect occurs when a child's basic needs have consistently not been met to the extent that it has a detrimental effect on the child's health and personal development. These basic needs include food, clothing, shelter, and supervision.


Sexual Abuse: Sexual abuse occurs when there has been any (or likely) sexual exploitation of a child by an adult. Sexual abuse includes any actual, attempted or threatened sexual activity involving children, including intercourse, fondling, oral sex, exhibitionism and exposing the child to pornography.

Commercial Sexual Exploitation (CSEC): CSEC occurs when a child is sexually abused or exploited in return for cash or any other goods or services. Examples of CSEC include children in prostitution, children involved as subjects in child pornography and child sex tourism.

Volunteer: Includes Branch Office volunteers, interns, and Global Village volunteers (HFHV's international volunteering program), Local and Community volunteers. All volunteers including those under the age of 18, must adhere to this Policy and the Code of Conduct.

Global Village (GV) Volunteer: A Global Village volunteer is a registered volunteer who pays to partake in a week-long overseas volunteering program. GV Volunteers will depart from their home country and fly Vietnam where they will spend roughly a week in local accommodation, while partaking in various volunteer activities.

Local Volunteer (LV): A Local Village volunteer is a registered volunteer who pays to partake in a multiple day domestic volunteering program within Vietnam. LV Volunteers may travel across where they will spend multiple days in local accommodation, while partaking in various volunteer activities.

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Community Volunteer (CV): A Community volunteer is a registered volunteer who volunteers free of charge on a single day volunteering program within Vietnam.

Stakeholder: Includes National Director, Leadership Members Staff (fulltime, part-time, casual), consultants, contractors, interns, agents, and partners.

Report or Complaint: Includes any expression or communication that suggests that there may have been a breach of this policy, including a breach of HFHV's Child Protection Code of Conduct.

3. Policy Statement

Habitat for Humanity Vietnam strives to be a child safe organization and to remove the risk of child abuse, and any harm to children, in all aspects of HFHV's operations. While it is not possible to eliminate risks of children exploitation and abuse, careful management can identify, mitigate, manage, and reduce the risks to children associated with HFHV's operations. HFHV has zero tolerance for any form of child abuse, or child exploitation and will take all necessary measures to minimize the risks of harm to children in associated with HFHV's operations.

HFHV will encourage, respond to and support initiatives that:


- Affirm that all children in all circumstances have the right to feel and be safe and to live free from harm, exploitation, and abuse.
- Always keep the health and safety of children paramount.
- Ensure that personal dignity and respect for children and young people is maintained through all projects, programs, and departments.
- Work both directly and indirectly to mitigate the risks children face, both from outside and within the family. These activities will be assessed throughout the monitoring and evaluation of projects.

4. Policy in Practice

Habitat for Humanity Vietnam requires all HFHV stakeholders, including its directors, staff, volunteers, intern, partners and agents to understand and act in accordance with the Child Protection Policy at all times.

Habitat for Humanity Vietnam will ensure the rights of the child are always held paramount. If an allegation of child abuse or breach of HFHV's Child Protection Policy has been made, HFHV will take steps to fully investigate the matter. Further information on this process is outlined in sections 4.12 and 4.13 of this policy.

- Defining child abuse in its various forms and its policies and procedures
- Upholding and enforcing HFHV's Child Protection Code of Conduct
- Upholding HFHI Safeguarding Policy
- Ensuring appropriate recruitment, selection, and screening of all HFHV stakeholders
- Promoting awareness of child protection issues amongst HFHV stakeholders, including staff, volunteers, intern, and local partners
- Assigning an HFHV staff member as Child Protection Focal Point
- Specifying child protection risk management obligations of Partners in Partnership and Activity Agreements with HFHV.

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- Undertaking annual assessments for every project and activity that may have contact with children
- Including Child Protection and overall Safeguarding as a standing item on the Organizational Risk Register
- Establishing an HFHV Response/Crisis Management
- Establishing clear procedures for dealing with child abuse allegations and policy breaches of this Policy including immediate reporting to DFAT and other stakeholders
- Reviewing child protection policy standards on a regular basis and at least every two years, as well as conducting a detailed, systematic assessment at least every three years.
- Undertaking child protection risk assessments for all projects which include working with children
- Have in place a basic deck of materials for awareness, induction, and training
- Ensuring this Policy and associated reporting mechanisms are publicly available.

Under *DFAT Child Protection Guidance Note - Establishing Child Protection Risk Context*, HFH VIETNAM is classified as a child focused organization that has staff with “contact with children” as well as “working with children” and therefore the contextual risk is determined to be “very high”.

4.1 Confidentiality

HFHV recognizes the importance of confidentiality regarding reporting and investigating child protection allegations, and that a breach in confidentiality can have negative effects on the child, their family, the complainant, and the alleged offender. To protect the interests of the child, their confidentiality will be respected at all times. HFHV will not reveal the name or personal details of those alleged to anyone in or outside the organization other than to those who need to know as part of the investigation.

All Child Safeguarding concerns/reports/ investigations will be dealt with on a need-to-know basis and all records will be held securely. Likewise, communication will be confidential and secure.


4.2 Code of Conduct

HFHV’s Child Protection Code of Conduct is designed to minimize the risk of child abuse allegations, policy breaches and serves as a guide for all HFHV stakeholders to conduct themselves in a manner which in turn reduces their own risk of any allegations made against them. On commencement of their association with HFHV, all stakeholders are required to read and commit to HFHV’s Child Protection Code of Conduct (Appendix 1). All HFHV stakeholders are expected to be aware of the Code of Conduct and adhere to this at all times during their involvement with HFHV.

4.3 Recruitment

To uphold the principles of Child Protection, the following steps are taken during HFHV’s recruitment processes:

- ***Job advertisement***
Job advertisement for paid or volunteer positions are to contain a statement that reference and criminal history checks will be undertaken, particularly for position Working with Children checks and in Contact with Children prior to engagement.
- ***Interview and Selection Process***

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The requirement of a Criminal Record, reference check and Curriculum Vitae certified by residential authority are mentioned during selection processes. For positions that involved direct contact with children or children related projects; specific questions about child safety or situations working directly with children, may be asked as part of the interview process. Prior to interviews, applicants will be provided with a copy of HFHV's Child Protection Policy.

- **Reference checks**

All potential employees undergo at least two comprehensive reference and character checks prior to being offered any position. Reference checks are to be documented and filed accordingly. For positions that involved direct contact with children or children related projects, specific questions regarding the applicant's suitability to work directly with children may be asked as part of verbal/written reference checks

- **Criminal Background Checks**


Criminal History Record Checks (Criminal record) or equivalent are undertaken for staff and other HFHV stakeholders on commencement. Or those staff who are in direct as part of their roles, a Working with Children Check will be required.

HFHV reserves the right to not hire staff or engage with volunteers with a prior conviction directly or indirectly related to child abuse.

All Court Disclosures are required to be assessed, irrespective of the offence and their potential Child Protection risk.

- HFHV Staff and National Branch Office Volunteers:** HFHV staff (including full-time, part-time, casual employees, and interns) and National Branch Office Volunteers will undertake a Criminal History Record Check (CHRC) as part of the recruitment process. Employment with HFHV is subject to the result of the CHRC. For any staff who have direct access to children, as well as senior management staff, including National Director, Head and Managers of Programs, and employees with access to sensitive information, such as details of financial accounts, will need to have their CHRC re-submitted every two years. *Any staff of HFHV who as direct access to children under an on-site supervisor role will be required to submit a Working with Children Check (WWCC) in addition to their CHRC. Volunteers, contractors, and consultants are required to submit a CHRC only if dealing with children or if they have access to sensitive information such as details of financial accounts.*
- Global Village (GV) and Local Volunteers (LV):** GV and LV volunteers over the age of 18 will be required to undertake a Criminal History Record Check as part of the volunteer preparation process. These checks are conducted at the volunteers' expense and processed before the volunteer's Global Village trip. A CHRC needs to be completed before every Global Village or Local Village Build (if volunteer completes two builds within 12 months of their CHRC check, a new CHRC does not need to be completed). HFHV will keep the CHRC on file for three years.

GV or LV Volunteers aged less than 18 years at the time of their build are not required to complete a CHRC. However, GV or LV volunteers under 18 years are required to adhere to the Child Protection Code of Conduct and Child Protection Policy. HFHV also provides a Child

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Protection Briefing for Children and Young People (under 18 years). The briefing reiterates that the volunteer must uphold the Child Protection Policy, and that as children/young people themselves they too should always feel safe whilst participating in the program and know how to report incidents.

4.4 Child Protection Awareness and Training

HFHV recognizes the importance of ensuring all stakeholders are aware of child protection issues and their responsibility to always uphold the rights of the child.

As part of the induction process for all new HFHV staff members, they receive a copy of HFHV Child Protection Policy, undergo a briefing on Child Safeguarding and are briefed on HFHV Child Protection Policy and procedures. For any roles which involve contact with children the training will be completed in the first week of employment.

Annual staff training (or more frequently to introduce any policy changes) is provided by the Child Protection Focal Point to ensure that:

- Staff understand what Child Protection is, understand the HFHV Child Protection Policy and Code of Conduct, why they are both important and how it impacts their work.
- Staff understand the reporting procedure and consequences if there is an issue where the Child Protection Policy or Code of Conduct is breached.
- Staff have an opportunity to raise any questions, challenges, and apprehensions they may have in implementing the Child Protection policy and procedures.
- Staff are aware of any changes to the HFHV Child Protection Policy or Code of Conduct.

Compliance All HFHV stakeholders have a legal obligation to adhere to Local (in field country) Child Protection Laws, this Child Protection Policy, and UN Child Protection whilst representing HFHV. This obligation is part of the Child Protection Code of Conduct.

4.5 Vietnamese Child Protection Laws & Regulations

Vietnam follows certain processes when investigating or responding to allegations or suspicions of child abuse. Any allegations or suspicions resulting from HFHV activities in Vietnam will be referred to the relevant authority by the ND and CPFP.


4.6 International and Local (in field country) Child Protection Laws

All HFHV Stakeholders have a legal obligation to adhere to International and Local (in field country) Child Protection Laws whilst representing HFHV. This obligation is part of the Child Protection Code of Conduct.

4.7 Child Protection Focal Point

The National Director appoints a Child Protection Officer /Focal Point (CPO/CPFP) (and an acting CPO/CPFP in their absence) who is responsible for:

- Ensuring the Child Protection Policy and procedures are up to date and relevant.
- Monitoring organization-wide compliance with the Child Protection Policy and procedures.
- Coordinating staff induction and training/briefings on HFHV Child Protection Policy and Procedures.
- Together with the ND, jointly responding to any allegations of child abuse, neglect or any other action which directly contradicts HFHV's Child Protection Policy.

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4.8 Risk Mitigation

To ensure that HFHV remains committed to implementing the Child Protection Policy and Procedures at the highest standard possible, risk management strategies are applied across the organization. These include:

- Planned activities and programs consider the rights of children and their safety, and every project's risk management plan includes analysis of child protection risks and plans for their mitigation. Management of these risks is monitored through regular project reporting.
- Wherever children are involved in an activity, at least two adult in which at least one staff member is always present, and where possible, open plan spaces are used for activities involving children.
- All HFHV stakeholders are informed about HFHV's Child Protection Policy and Procedures and any revisions to the policy or procedure.
- The Child Protection Policy and Code of Conduct are enforced at all times.
- Child Protection risks are included as a standing item in the Organization's Risk Register.

4.9 Child Protection and our Local Partners

HFHV works with partners to address child protection in our joint development programming and projects. HFHV supports its Partners to understand and comply with Child Protection Policies through:


- Providing guidance on risk identification and minimum requirements for Child Protection (Appendix VII).
- Assistance with their own Child Protection Policy development.
- Annual monitoring of policy compliance by HFHV's Program Team during monitoring trips (refer to Appendix V and VI for monitoring checklist and tools) to ensure partners and secondary partners meet minimum requirements for Child Protection.
- Capacity building support for policy implementation as needed.
- Including Child Protection as a cross-cutting theme in project design.

As part of our Partner's Child Protection Policy, HFHV encourages each Partner to put in place a Reporting Procedure of HFHV, CBFM and HFHI's HEAL system to include local contacts and referral list of networks.

HFHV has an obligation to report to HFHI through Habitat Ethics and Accountability Line (H.E.A.L), hotline number in Vietnam and website provided by a third-party service and to HFHA (DFAT) and/or relevant partners/authority any notifications of child abuse and exploitation, code of conduct breaches and policy non-compliance in DFAT funded activities or projects. This includes any incidents from secondary partners. As outlined in our Partnership Agreements, HFHV expects Partner Organizations to alert HFHV of any such incidents or reports immediately, so that these reports can be referred to DFAT and HFHI/HFHA.

4.10 Marketing and Communications

HFHV takes steps to ensure the appropriate use of children's images (including photographs, videos, DVDs etc.) in all its marketing activities and communications. All HFHV staff are briefed and receive consent forms to use when collecting content on Global Village builds, Local Village build or project visits. Further information on the appropriate use of stories and photos are in HFHI and HFHA's Use of Stories and Photos Policy. Steps we have taken to ensure the appropriate use of children's images include the following:

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- a) Any image of a child shall not be printed, scanned, or distributed without consent from the child's parents/guardians.
- b) All children should be appropriately dressed in images and concern for their dignity and respect will always remain paramount.
- c) An image should not be taken which depict children in a submissive or sexually suggestive manner.
- d) An image should not disclose details which could enable the child to be identified.
- e) An image of a child should portray a truthful account of their situation.
- f) No information will be published which will identify the exact location of a child e.g., surname, first name and village name may be changed to protect children's identify; and geo-tagging of photos should be turned off.

4.11 Child Protection and our Global Village and Local Village Programs

Global Village (GV) is HFHV's international volunteering program and as it involves members of the public visiting, building with and interacting with people in our project communities. Various procedures are in place to mitigate any risks to children as part of a GV build.

Local Village (LV) is HFHV's domestic volunteering program and involves members of the public visiting, building with and interacting with people in our projects' communities for multiple days. Various procedures are in place to mitigate any risks to children as part of a LV build.


As a GV hosting program, HFHV will adhere to these principles.

a) Pre-departure Screening and Awareness Raising

- All volunteers (18 years and older) complete a registration form and receive a welcome call to gauge if the volunteer has the appropriate qualities, values and commitment for the program.
- All volunteers (18 years and older) complete a NCHRC. Registrations are not official until adequate evidence is provided and a clear police check received.
- All volunteers must read and commit to HFHV's Child Protection Policy and Procedures, which includes signing HFHV's Code of Conduct, the behavioral guidelines for all HFHV representatives, as well as HFHV's Use of Stories and Photos Policy.
- All volunteers are provided with a range of pre-departure trainings and briefings which outline their obligations around child protection including; the Team Member Manual (provided to volunteers up to six months before build departure) and pre-departure briefings (between 1-2 months before build departure).

b) During the Build Trip

- Global Village & Local Village Team Leaders (voluntary leader of the other volunteers) are required to ensure their team is always compliant with HFHV Policies. If at any time a team member does not comply with HFHV policies, Team Leaders are required to inform both the host coordinator and the HFHV GV & LV team immediately.
- All Global Village & Local Village volunteers are only allowed in project communities with Habitat staff at designated times. They are not left alone with children or families and volunteer activities are not undertaken directly with children. The nature of the program mitigates the risk of participants interacting with a child and their family. GV & LV volunteers work on our build sites with local construction staff and alongside the beneficiary family.
- Advice on collection of content (including stories and photos) is outlined in the HFHV Use of Stories and Photos policy. Where possible, HFHV GV & LV staff monitor what

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photos volunteers are sharing through social media platforms. HFHV Global Village staff also encourages volunteers to use specific hashtags and tagging on social media whilst on their build, which assists with this monitoring.

b) Post-Build

- A debrief call with Team Leaders and post-build surveys to Team Members capture any concerns or issues, such as Child Protection Policy or Code of Conduct breaches that have not be escalated during the build week.

4.12 Child Protection Policy and Code of Conduct Breaches


A breach occurs when a stakeholder's behaviour contradicts the principles outlined in this Child Protection Policy or the Code of Conduct, but does not constitute child abuse, as described in the definitions (see definitions in Section 1). A complaint of a breach of the Child Protection Policy and the Code of Conduct by any HFHV stakeholder, must be reported to the HFHV's CPFP/CPO immediately.

4.13 Child Abuse Complaint

There is an ethical, moral, and legal obligation that all incidents of physical, sexual, or emotional abuse are reported (see definitions in Section 1 Introduction). Any complaint of any form of child abuse must be reported to the HFHV's CPFP/CPO immediately. For allegations connected with DFAT funded projects, any suspected or alleged case of child exploitation, abuse or policy non-compliance must be reported immediately to HFHV's Community-based Feedback Mechanism (CBFM) that are established within target communities or the CPFP and Habitat for Humanity International [through its Habitat Ethics and Accountability Line \(HEAL\) platform](https://www.habitat.org/about/raising-concerns) <https://www.habitat.org/about/raising-concerns>, and to HFHA and childwelfare@dfat.gov.au Specifically, for any alleged case of child exploitation or abuse, the reporting requirement is immediate and mandatory to DFAT within 2 working days and for any policy non-compliance or breach of code of conduct, reporting to FAT is mandatory within 5 working days.

4.14 Investigation of Report & Complaints


- 1) Any report or complaint is to be reported immediately to the CPFP/CPO who will immediately inform the National Director. Wherever possible this should be done using the Reporting Form for Suspected Child Abuse or Child Protection Policy Breach (Appendix IV). For all complaints of breaches, the CPFP/CPO will make an initial assessment of the severity of the breach and the urgency of action. If the alleged perpetrator is the ND, the CPFP/CPO will notify AP HR Director directly. Any relevant donors or third parties (such as DFAT) will be informed immediately as required by agreement with them, where a breach involves an activity which is supported by such a donor or third party.
- 2) The National Director will appoint a team (Child Protection Response/Crisis Management) to conduct a formal investigation into the complaint or report under guidance/instruction of a trained investigator assigned by HFHI The investigation team may include HFHV staff (such as Managers) or members of the HFHV Leadership Team. The investigation team will treat all complaints seriously. The investigation will be handled professionally, in confidence and in a timely manner. Procedural fairness will be applied, and all decisions made will be in the best interests of the child. HFHV will ensure that the person who raises the complaint is not required to express their suspicion to the person implicated. Individuals who report a suspected breach are not responsible for investigating their concern.

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- 3) If the complaint is assessed as being a potential criminal offence, the National Director is required to refer the case onto relevant governmental authorities, or in the case of Branch Offices, Vietnam law enforcement authorities, if it is deemed to be in the best interest of the child.
- 4) HFHV's investigation should not interfere with any steps being taken by appropriate authorities. Ordinarily this will mean that the HFHV investigation will not proceed until the investigation by law enforcement authorities is concluded.
- 5) If the alleged perpetrator is an HFHV employee, the National Director will consult the Labor Union of District 1, Ho Chi Minh City to stand them down in accordance with the Labor Law of Vietnam. If the alleged perpetrator is associated with HFHV in a volunteer capacity, they must cease HFHV activities until the investigation has been completed. If the allegations are from previous involvement with HFHV, the alleged perpetrator is not able to reengage with HFHV until the investigation has been completed.
- 6) If the breach concerns a HFHV stakeholder overseas or one of our local partners; HFHV will work with the relevant overseas partner and local partner to investigate the matter and to manage the allegation. If it involves a HFHV stakeholder on a Global Village team, HFHV will work with the Host Coordinator, Team Leader, and other team members (when required) to investigate the issue.
- 7) The team that conducts the investigation will provide a written report to the ~~CEO~~ National Director setting out what the investigation has discovered and recommendations of action to address the matters raised by the investigation.
- 8) Once an outcome has been determined by the National Director ~~CEO~~, the people involved will be informed including (where appropriate) the child, family, and alleged perpetrator. Anyone else actively involved will be informed on a need-to-know basis consistent with confidentiality requirements.
- 9) All necessary steps will be taken after the investigation has been completed to address the outcome. This may include:
 - Victim support including compensation for a child harmed if required
 - Reinstatement of a staff member
 - Necessary actions to address any damaged reputation or confusion amongst HFHV staff and stakeholders
 - Dismissal of the perpetrator
 - Disciplining of a staff member
 - Steps to terminate engagement of a volunteer with HFHV
 - Requiring any associated organization such as an Affiliate to carry out appropriate steps including those set out above.
 - Liaison with law enforcement authorities.


HFHV will keep a record of all complaints and the investigation and outcomes of those complaints. This record should be appropriately kept to protect confidentiality.

Refer to Appendix III for a flowchart of the procedure for addressing reports or complaints.

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6. Habitat for Humanity International. Child Labour Policy
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8. United Nations (1990) Convention on the Rights of the Child (UN CRC)
9. International Labour Organisation (1973) Convention No. 138
10. International Labour Organisation (1999) Convention No. 182 (ratified 2006 Australia)
11. DFAT (2018) Child Protection Policy
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13. NSW Ombudsman (2004) Child Protection in the workplace: Responding to allegations against employees.
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15. DFAT Child Protection Guidance Note - Establishing Child Protection Risk Context, January 2018
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Appendix I: Habitat for Humanity International in Vietnam Child Protection Code of Conduct

As a representative of HFHV, I **WILL**:

- Always treat all children and young people with respect, regardless of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class of socio-economic status or any other difference.
- Ensure that I am fully aware of HFHV's Child Protection Policy, Principles, and Procedures.
- Ensure that I am fully aware and abide by HFHV's Prevention of Sexual Exploitation and Abuse Policy, Principles and Procedures.
- Promote a safe environment where children (and young people, parents, and families) feel safe, empowered, and able to communicate openly.
- Act professionally and always maintain appropriate boundaries.
- Avoid circumstances where my behavior may be misinterpreted as hostile, suggestive, inappropriate, or neglectful.
- Always ensure that a minimum of two adults are present when with a child. If it is not possible to have another adult present, ensure that I am at least visible to others.
- Act swiftly and ensure that any perceived risk to a child is immediately reported via the procedures listed.
- Immediately report concerns or allegations of Policy and Code of Conduct non-compliance, child exploitation or abuse; to HFHV senior management, Child Protection Officer or build team leader, regardless of whether this has resulted in harm of a child.
- Immediately disclose all charges, convictions, and other outcomes of an offence under any legislation (not only relating to Child Protection), which occurred before or occurs during my association with HFHV.
- Always keep all reported cases and allegations (proven or otherwise) confidential.
- Adhere to international or Vietnam child protection laws.
- Comply with all relevant local legislation of Vietnam, including labor laws in relation to child labor.

As a representative of HFHV, I **WILL NOT**:

- Engage in any behavior (including use of language or physical) with a child which is, or could be interpreted as inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Engage in any unwarranted or inappropriate touching of a child.
- Engage in any form of sexual intercourse or sexual activity with a child or any persons under the age of 18 years, regardless of the age of consent.
- Spend time alone with a child or children in their home or community.
- Invite unaccompanied child or children – including inviting a child to visit my home, hotel accommodation or office, or take unaccompanied child or children in a vehicle (except in emergency situations, or if they are at immediate risk of injury or in physical danger).
- Undertake or participate in any activities with children present which are illegal.
- Sleep close to unsupervised children.


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- Give or provide children or their parents with alcohol or illegal drugs.
- Hire or use children for domestic assistance or any other form of labour.
- Engage in special treatment of a child e.g., spending inappropriate special time with a child, inappropriately giving gifts, showing special favours to them but not to other children, allowing the child to overstep rules. Use physical punishment on children
- Use any electronic equipment to exploit or harass children or access child exploitation material through any medium.
- Engage in testing of boundaries with a child e.g., undressing in front of the child, talking about sex, 'accidental' touching, for example, of the genitals.
- Misuse photographs for the purpose of exploiting children
- Exchange personal contact details with children and have ongoing communication with them after my visit to the community with Habitat for Humanity.
- Visit or return to HFHV communities/families I have previously visited, without the facilitation of Habitat for Humanity.
- Give gifts or special favours to a particular child or family member. This can appear to be grooming and shifting the power dynamic between you and the child and their family.

Children in Stories and Photos

I will ensure the appropriate use of children's images in my emails, donor updates and communications. As such:

- Obtain informed consent from the child AND parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used.
- All children should be appropriately dressed in images and concern for their dignity and respect will remain paramount at all times.
- An image should not be taken which could depict the child in a sexually suggestive manner.
- An image should not in any way include information which will identify the child.
- An image of a child should portray a truthful account of their situation.
- I will protect the identity and location of a child by not reporting their full names and exact location. HFHV requires you to not publish surnames and village names when you communicate stories or display photos of children or adults.
- Assess and endeavor to comply with local traditions or restrictions for reproducing personal images before acquire consent to photograph or film a child or adult.
- I will have GPS tracking turned off when taking pictures/video of children, so that when they are uploaded to social media the photo will not contain data that can be used to identify the location of the child.
- I will not add location mapping to any photos shared through Instagram, Facebook, Snapchat, Twitter and any other social media platforms.
- Use any computers, mobile phones, video cameras, cameras or social media appropriately and never to exploit or harass children or access child exploitation material through any medium.
- 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.
- I have also read the HFHA Policy on Use of Stories and Photos and agree to abide by its provisions.

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I have read and familiarised myself with the HFH VIETNAM Child Protection Policy and Procedures and reviewed the HFH Vietnam Child Protection Code of Conduct and I agree to adhere to these standards throughout my association with HFH VIETNAM. I understand that the onus is on me as a person associated with HFH Vietnam, to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

Name of Declarant and Signature:

Date:


Name of Witness and Signature:

Date:

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Appendix III: Reporting Form for Suspected Child Abuse Breaches

HFHV REPORTING FORM FOR SUSPECTED CHILD ABUSE and Child Protection Policy breaches
<ul style="list-style-type: none"> This form is to be fully completed as soon as possible after becoming aware of a potential breach in the Child Protection Policy. Once completed, send this report to the Habitat for Humanity Vietnam CPFP/CPO, CPFP@habitatvietnam.org and National Director bells.borja@habitatvietnam.org Until further directions have been passed on by the CPFC/CPO & ND, ensure that all the information listed below remains CONFIDENTIAL. It is important that confidentiality is maintained when making a report (by reporting only to the designated person). Any breach in confidentiality can have negative effects on the child, their family, the complainant, and the alleged offender. It is important to note that those who report suspected Child Abuse or Child Protection Policy, or Code of Conduct breaches are not required to investigate their concern. If you do not have all the information necessary to complete this form. Please only complete the sections based on the knowledge you have. All reports and concerns will be treated seriously, handled professionally, in confidence and in a timely manner. Procedural fairness will be applied, and all decisions made will be in the best interests of the child. An alternative reporting mechanism is also made available by Habitat for Humanity International through the Habitat Ethics and Accountability Line (HEAL) is a hotline and website provided by a third-party service. This system can be used when the reporter or complainant wishes to remain anonymous. Reports or complaints can be made online or via telephone 24 hours a day, 7 days a week: <ul style="list-style-type: none"> Within the United States, call toll-free 1-800-461-9330 Outside the United States, call collect 1-800-763-983 In Vietnam, call toll free 028 44581407, press number 2 for English or number 1 for Vietnamese, waiting a moment for translation arranged. Online: https://www.habitat.org/about/raising-concerns
Part One: About You
Name:
Your role or association with Habitat for Humanity Vietnam:
Details of any other organization involved:
Your relationship to the child or young person concerned:
Part Two: About the Child(ren)/Young Person(s)
Name(s):

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Sex:
Age:
Address:
Who does this young person(s) live with?

Your Concerns
How did your concern arise? Was any form of abuse observed or suspected? Was any breach observed or suspected?
Was an allegation made by the child? Did the child or someone else disclose abuse to you? Who disclosed the policy breach? Date, time and place of any incident(s):
Describe the nature of your concern/allegation:
Observations made by you of the child's state (mental, physical, emotional) or observations made by you of the policy breach:
If you spoke with the child(ren) concerned, write down exactly what the child said, and what you said:
Any other relevant information?
Were other children either involved in the incident or aware of it?

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Who else have you discussed or reported this incident to? When and where did this occur?
List any action that has been taken so far:
<ul style="list-style-type: none"> • <i>I declare that, to the best of my knowledge, the information listed above is true and accurate.</i> • <i>I understand that it is my duty at all times to ensure that the rights of children are held paramount.</i> • <i>I understand the serious implications in falsely accusing or reporting a HFHV stakeholder of actual or suspected Child abuse.</i> <p>Completed by: _____ Date: _____</p> <p>Signature: _____</p>