Child Protection Risk Assessment Policy

DOCUMENT DETAILS

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Document History

Version	Date	Changed by	Description
0.10	01/11/2020	Shruti S	Updated as per **ACFID** requirements
	01/11/2021		Next review before Annual Board Meeting

The Risk Assessment Process

The 40K Foundation Limited (**40K**) uses a three step risk assessment process to determine the level of Child Protection Risk that exists and what actions should be taken. This framework is based on the Child Protection Guidance Note published by DFAT.

The three steps are:

Step 1: Does the activity involve working with children or contact with children?
There are two parts to this step:
Part A – Determine activity level of working with or contact with children
Part B – Activity Inherent Risk
Step 2: Is the organisation child-focused and what child protection controls are in place?
There are two parts to this step:
Part 1 - Organisation Level Contact with Children
Part 2 – Organisation Inherent Risk
Step 3: Establish the overall potential child protection risk context and whether a full child protection risk assessment is required

Definitions

Working with children
Working with involve contact between an adult and one or more children to qualify as child- related work. The contact must be a usual part of, and more than incidental to, the child-related work. This includes engaging in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity.

The risks of child exploitation and abuse generally increase with the frequency of contact, meaning that working with children is a higher risk than contact with children.

Contact with children
Contact with children must be a usual part of, and more than incidental to, the child-related work. This means physical contact, face-to-face contact, oral communication, written communication or electronic communication.

Contact covers contact with children in the community not associated with the work being performed.

Step 1 Part A - What is the level of working with or contact with children at the activity level?

The below questionnaire informs the determination of the level of inherent risk (see Step 1 Part B).

1. Contact with Children - Assessment (No = nil contact)		
Inherent risk	Personnel will be deployed in-country?	
	Personnel will be working in a remote and/or rural location?	
Degree of Isolation	Involves being alone with children? (not frequently enough to be working with children)	
	Involves activities that are away from organisation location	
	Involves meeting one-on-one with children? (not frequently enough to be working with children)	
	Involves unpredictable or remote settings?	
Online contact or access to personal details	Involves direct one-on-one or group access to children online?	
	Involves supervising child-to-child online contact?	
	Involves online access to a child's or children's personal and/or confidential information?	
	Inadequate/missing safe options for children to report unwanted attention or inappropriate behaviour by others?	
	Involves educating children and supporting adults on cyber safety?	
2. Working with Children - Assessment		
Vulnerability of child/children	Engages with children whose true or cognitive age impacts on their ability to protect themselves?	
	Engages with children who have challenges that contribute to their vulnerability? (e.g. psychological, situational)	
	Engages with children who do not have many support systems?	
Degree of physical contact	Involves demonstrating a skill to children?	
	Position involves need for physical contact/touching children?	
	Involves providing a personal service? (e.g. washing, dressing, toileting)	
Degree of monopoly	Monopoly on provision of goods and/or services • Medical? • Food distribution? • Career training (sports/musical)?	
Degree of supervision	Involves personnel having unsupervised contact with children?	
	Activities/engagement with children is not observed or monitored?	

	insufficient number of trained staff to supervise activities/engagement with children?	
Degree of trust	Involves developing close, personal, long term relationships with children?	
	Involves transporting youth?	
	Involves one or more of the following: One-on-one supervision, overnight supervision, out of town activities, advising or offering guidance to youth or spending extended periods of time with youth e.g. camps?	
	Contributes to important decisions regarding the future of children?	
Access to Property	Has access to personal/confidential information?	
	Adult has a perceived or actual level of authority? (from child perspective)	
Skills and knowledge required	Requires specific skills, knowledge, qualifications or service eligibility requirements to undertake a child related position?	
Child labour	Possibility that activity will lead to the employment of children?	
	Possibility that activity will lead to the removal of children from school?	
	Possibility that activity will lead to children being employed in hazardous work?	
Vulnerability of parent/carer	Engages with parents whose true or cognitive age impacts on their ability to protect their children?	
	Engages with parents who have challenges that contribute to their ability to provide care? (e.g. psychological, situational)	
	Engages with parents who do not have many support systems?	
Vulnerability can include:	Physical and mental disabilities, homelessness, child sex workers or parents who are sex workers, children and families impacted by disasters, displaced, migrants, refugees and asylum seekers, children in contact with the law, children that have been subject to trafficking, orphans, unaccompanied minors and the very young?	

Step 1 Part B – Activity Inherent Risk

Based on your responses in Part 1, identify the inherent risk of the activity using the table below. Activity Risk is the level of potential risks to children due to the nature of the activity (working with children) or the design of the activity (design of the activity introduces risks to children).			
LOW	No contact	☐	The activity does not involve any individuals working in-country (Nil Contact)
MODERATE	Contact with Children	☐	The activity involves or may involve contact with children (working in-country, remote or rural area)
HIGH	Working with Children	☐	The activity involves working with children

Step 2 Part 1 - Organisation Level Contact with Children

Organisation Profile		
Size of organisation	Number of staff employed by the organisation either paid or unpaid	
Types of Personnel	Contractors	
	Permanent staff	
	Volunteers	
	Sponsors	
	Other	
Sites	Number of sites operated	
	Proximity of sites to central management	
	Sites are located in unpredictable or remote / rural location	
Systems and Controls - Strength of systems and controls scaled by number of 'yes' responses. Use the scale 0=poor, 8=strong for your answers		
Child protection policy and procedures	Child Protection Policy in place?	
	Recruitment practices, screening completed for all staff, before commencing work?	
	Notifications/Incident reporting procedures in place?	
	Staff receive child protection training?	
	Boundaries for appropriate behaviour/code of conduct are implemented?	

	Feedback on staff performance recorded?	
	Record keeping procedures are in place (meetings, activities, incidents, reports, logs, record of complaints)?	
	Organisation checks if third party service providers are child safe?	
Focus - A child-focused organisation is an organisation that answers 'yes' to any of the questions below.		
Types of activities	Does the organisation across all of its operations provide any direct activities/services for children?	
	Does the organisation provide any humanitarian relief?	
Business model/services provided by organisation	Organisation provides Residential/Orphanage/Shelter services?	
	Organisation uses a child sponsorship model?	
	Organisation allows sponsors to visit with children?	
	Organisation is part of a 'voluntourism' program?	
	Organisation requires technical experience/expertise to implement child related services?	
	Organisation uses children and/or images of children as a 'product' for fundraising activities?	

Step 2 Part 2 – Organisation Inherent Risk

Organisational risk is the level of potential risk posed by the organisation due to their ability to address child protection risks through their policies, procedures and systems and the type of work the organisation engages in (e.g. if they are a child focussed organisation, their risks will be higher).

LOW	NO FOCUS	☐	Organisation is not a child-focused organisation
MODERATE	FOCUS & STRONG SYSTEMS	☐	Organisation is a child-focused organisation and has good child protection systems in place
HIGH	FOCUS & POOR SYSTEMS	☐	Organisation is a child-focused organisation and has poor or nil child protection systems in place

Step 3: Establish the overall potential child protection risk context and whether a full child protection risk assessment is required

Organisation level of contact with children and systems in place (organisation inherent risk from Step 2)	Activity Level of Contact with Children (activity inherent risk from Step 1)		
	NIL (LOW)	CONTACT (MODERATE)	WORKING (HIGH)
NO FOCUS (LOW)	☐ No further assessment required	☐ No further assessment required, monitor for changes	☐ Full assessment required
FOCUS & STRONG SYSTEMS (MODERATE)	☐ No further assessment required, monitor for changes	☐ No further assessment required, monitor for changes	☐ Full assessment required
FOCUS & POOR SYSTEMS (HIGH)	☐ Full assessment required	☐ Full assessment required	☐ Full assessment required

If the matrix indicates a full child protection risk assessment is required 40K conducts a risk assessment using the organisation's internal risk processes and documentation using their own risk management framework.