



Child Protection - Photos and Child Representation Policy For Visits to IAS Projects

Document control table

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Purpose

To ensure that international visitors visiting I Am Someone (IAS) projects:

- adhere to the highest standards of respect, sensitivity, and ethical conduct;
- prioritise the safety, privacy, and wellbeing of the children, staff and their communities; and
- show respect for local customs and culture.

Scope

This policy and procedure apply to all international visitors traveling to visit IAS programs in Africa.

Definitions

International visitors: people going to an IAS field program or meeting children supported within IAS projects.

- a. Visitors include board members, volunteers, donors, other delegations
- b. Government officials or institutional donors (government, multilateral) based in the hosting country do NOT require Safeguarding clearance if they are accompanied by IAS local partner employee(s).

Note: IAS does not endorse unannounced visits to IAS project communities.

Child: a person under the age of 18 years

1. Purpose of Visit

The primary purpose of the visit should be to learn about IAS programs and witness the impact of IAS programs and funding.

2. Code of Conduct

Visitors must adhere to IAS' Code of Conduct and Child Protection Policy. Visitors must respect the dignity, privacy, and cultural values of the children, staff and their communities.

3. Background Checks and Visit Preparation by all volunteers and international visitors

Mandatory requirements for all visitors, to be submitted to IAS prior to travel:

- a comprehensive criminal background check clearance.



- A Working with Children Check (WWCC) clearance for Australian visitors and equivalent check for visitors from other countries.

Hosting programs must check and record any in-country visitors for relevant background checks.

4. Interaction with Children

Visitors should engage with children in a respectful and appropriate manner, focusing on group interactions rather than one-on-one interactions.

5. Privacy and Confidentiality

Do not share personal information, photos, or stories of children or their communities without explicit consent from IAS. Avoid taking photos or videos of children and adults without permission.

6. Consent

Children and adults who are primary subjects of text, photo, video, audio and/or data gathered on behalf of IAS must provide informed consent and have the right to withdraw their consent at any time for any reason. IAS must be able to demonstrate that informed consent has been given and have systems in place that allow IAS to show that a request to withdraw consent has been respected. Informed consent means the subject has a general understanding of the purpose of the content and gives verbal or written permission thereof.

If the primary subject is a child, informed consent is also collected from the parent, guardian, or other legally required entity or individual. In the following situations, verbal consent is not acceptable and written consent is collected from an adult or the child's parent or legal guardian.

7. Communications, Content, and Marketing

Visitors must maintain a professional demeanor and behavior at all times, demonstrating respect and sensitivity towards the local culture, customs, and traditions.

Avoid engaging in any activities that could be perceived as exploitative, disrespectful, or harmful to children and their communities.

IAS takes care to ensure cultural sensitivity and restrictions for reproducing personal images are adhered to before photographing or filming a subject.

In all forms of communication, children and adults are treated and portrayed with dignity and not as victims or in sexually suggestive poses.

8. Prevention of Harm in Communications

IAS is committed to storytelling that raises awareness of and promotes solutions to ending poverty through education and employment pathways.



IAS takes the following steps to prevent harm through communications, content gathering and marketing (including digital or offline photographs/videos/audio clips, stories, articles, or any other communication materials):

- a. Personal information on children and adults that is captured, stored or sent through electronic means is secure and accessible only to IAS responsible persons.
- b. Recognising the vulnerability of children, material posted on social media or digital channels mentions only the child's first name and country name, and does not contain a child's family name, or child's personal location/address.
- c. In cases of sensitive subjects such as unaccompanied children, IAS conceals the child's identity in images and uses a pseudonym.
- d. Material with a child or children is not geo-tagged to precise locations if it contains any part of the child's name. An acceptable alternative is to retag photos with the child's first name only to the Area Program or project office location.
- e. IAS discourages direct, unfacilitated, undocumented communication through social media without IAS's knowledge between: a sponsor/donor/visitor and registered/non-registered children and between employees/volunteers/other IAS affiliates and registered/nonregistered children.
- f. Where IAS facilitates communication between children and external parties, controls are put in place to protect children's safety and well-being.

Procedure

All visitors must:

- a. Read the ***IAS' Child Protection - Photos and Child Representation Policy***
- b. Sign and return the ***IAS Volunteer Agreement*** and ***IAS Child Protection Code of Conduct*** form.
- c. Submit valid police (criminal) checks / WWCC to IAS.

In addition, volunteers must adhere to the following guidelines when they are personally sharing stories online or through other channels. These guidelines are in place to ensure the safety of every child in IAS projects.

If permission is granted by the parent/guardian/authorised authority, project volunteers may:

- Share child and community photos and videos, as long as they do not contain landmarks that reveal a child's location
- Use images but do not include an individual's full name or full address - instead use a child's first name and region/country
- Do not share a child's school name
- Do not share a child's grade level or age
- Do not share a child's sensitive details such as health information, religion, disability
- Do not geo-tag any photographs depicting children in IAS programs.

Sharing certain types of personal information can threaten the privacy and safety of a child and their community. For this reason, we do not include surnames, full addresses/locations, or any other



information that might identify the location of children. It is essential that visitors do not share this information if sharing online stories of your visit.

IAS has always shared stories depicting children in a positive light. Despite the hardship many of the children face, IAS' policy is to capture the absolute joy and happiness that we witness when sharing time with them and their communities.

- Do not use images of children suffering or in distress
- Do not take any photographs that are sexual suggestive

Compliance

- Adhere to all local laws, regulations, and policies.
- Abide by the terms and conditions of the Volunteer Agreement and Code of Conduct.
- Maintain professional boundaries and appropriate interactions with children.
- Prohibit any form of physical, verbal or emotional abuse.
- Refrain from sharing personal contact information or social media details with children.

Reporting issues, concerns or incidents

- Report any concerns, incidents, or issues to the local program coordinator and IAS immediately.
- Maintain regular communication with IAS and provide updates on the volunteer experience.