



GMR GLOBAL CHILD PROTECTION

GMR Owner

The Key Contact for this GMR is the CEO / Managing Director.

Brief Description

Protection of children is of the utmost importance at all times. Cardno is committed to protecting the rights of children; safeguarding the welfare of children; and, adopting a zero tolerance approach to child exploitation or abuse:

- > Protect children and young people who receive Cardno's services - this includes the children of adults who are the recipients of Cardno's services
- > Provide staff and volunteers with the overarching principles and approach to safeguarding and child protection

1. Child protection is universal, applies at all times across all jurisdictions and is not limited to work activities

All Cardno staff, contractors and advisers must ensure they are aware of their responsibilities and obligations with respect to the prevention, detection and reporting of child abuse and exploitation.

- > Within 45 days of commencement, undertake mandatory child protection training (incorporating any client child protection requirements) during on-boarding and annually thereafter; and / or receive briefings in relation to child protection obligations
- > Sign Cardno's Global [Child Protection Acknowledgement Form](#)

2. Recruitment screening and on-boarding

Cardno will not employ (in any capacity, paid or unpaid) any person with a known history of abuse or violence towards children.

For all positions:

- > Terms of reference / job descriptions and recruitment advertisements must contain a statement about Cardno's commitment to child protection
- > Child protection questions as standard in interview questionnaires and reference check questionnaires
- > Proof of identification
- > Employment contracts for all staff / advisers contain appropriate provisions relating to Cardno's GMR on Child Protection
- > Completion of criminal record checks prior to contract signature (in each country that the individual has lived for 12 months or longer over the last 5 years). Where not available or in jurisdictions with no national child protection database, a statutory declaration may suffice; additional screening may be required if this requirement cannot be satisfied.
- > Sign [Child Protection Acknowledgement Form](#)

In addition to the above, where positions that work or have a high level of contact with children:

- > Minimum of two *documented* in-depth verbal referee checks with professional and personal associates
- > Documented request for an applicant to disclose whether they have been charged with child exploitation offences, and their response
- > Resolution of employment gaps
- > Questions on convictions and disciplinary record
- > Targeted behavioural interview questions on prior work with children / child protection issues relevant to the role

3. Risk assessment

Child Protection Risk Assessments are required for relevant projects as determined by each Operation. Risk assessments are based on the level of direct engagement with children and determining what specific child protection controls are required.

- > Child Protection Risk Assessments are required for projects that have the potential to interact with or impact children under 18 years of age.
- > Child Protection Risk Assessments are to be incorporated into program or project planning and risk management processes, and reviewed annually.
- > Child Protection Risk are to be considered in the design of sub-project activities. Where “working with children” is likely then additional Activity-based Risk Assessment will be required.
- > Due diligence of sub-contractors and grantees are to include the extent to which the proposed organisation complies with Cardno’s Child Protection GMR. Where risks are identified, additional controls are to be included.
- > Each Division is required to appoint a Child Protection Officer.
- > [Child Protection Risk Assessment](#) must be documented, submitted to the [Child Protection Officer](#), and retained on project files for audit.

4. Partner organisations / subcontractors

Risk assessments are to be performed for partner organisations / subcontractors as part of the due diligence process.

- > The risk assessment will inform the decision to partner and should be periodically reviewed over the duration of the partnership / relationship.
- > Written agreements with partner organisations / subcontractors are required to specify child protection requirements as set out in this GMR. Partner organisations will be required to comply with the behaviour protocols outlined in the Cardno Code of Conduct.
- > Localised training must be provided that is appropriate to the context while also making clear Cardno’s requirements. International organisations operating locally may be best suited to provide this training.

5. Appropriate use of child images and personal information

Pictures, images or other likenesses of children and / or information related to children must be dignifying and not compromise their care and protection.

- > Before photographing or filming a child, take care to ensure compliance with local traditions or restrictions for reproducing personal images
- > Before photographing or filming a child, obtain informed consent from the child (depending on age and capacity) or parent or guardian of the child. An explanation of how the photograph or film will be used is essential. All such photographs will have a release on file signed by the subject(s) (depending on age and capacity or their guardian). Releases are not required if an individual’s identity is not discernible.

- > Ensure photographs, films, videos, electronic images, and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Image must not be next to vulnerable, submissive or sexually suggestive wording where it could be determined that the image is associated with that wording.
- > Children must be adequately clothed and not in poses that could be seen as sexually suggestive.
- > Ensure images are honest representations of the context and the facts.
- > 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.
- > Ensure confidentiality of the children.

6. Appropriate use of IT and communication systems

Cardno staff, contractors and advisers must not use internal systems such as computers, mobile phones, or video and digital cameras inappropriately, including to exploit or harass children, or to access child exploitation material or other inappropriate material through any medium.

- > Accessing child pornography is strictly prohibited and will be dealt with promptly, including reporting to relevant law enforcement agencies.

7. Roles and responsibilities

All Cardno staff, advisers and contractors are required to:

- > Where staff, advisers and contractors are expected to work with people under 18 years of age, assess child protection risks and impacts in our activities through activity-based risk assessments
- > Ensure Working with Children and / or other appropriate checks are conducted during recruitment of staff and contractors
- > Ensure appropriate and legal use of child information and imagery as described in Section 5 above.
- > Ensure the best interests of the child govern what actions are taken in response to concerns
- > Ensure individuals who report a concern, in good faith, are not subject to retaliation or adverse employment consequences
- > Comply with all relevant international treaties and domestic legislation. It is our joint and individual responsibility to ensure that our operations maintain the highest ethical standards

8. Identified breaches and reporting

Cardno undertakes to investigate and report any incidences of child abuse or exploitation in a confidential, professional and prompt manner.

- > It is mandatory for all Cardno staff, contractors and advisers to report immediately any suspected or alleged case of:

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- Breach of the Cardno's Child Protection GMR
 - Breach of client child protection policies
 - Child protection related misconduct issue
 - Person having committed, or been arrested for, or convicted of, a criminal offence(s) relating to any child exploitation or abuse
 - Child disclosure of exploitation and abuse
 - Suspicion or allegation of possessing or accessing child pornography or child exploitation material
 - Criminal proceedings being undertaken in regard to child exploitation and abuse
 - Any report made to you by anyone, including a child or community member, relating to notifiable behaviour
 - Any child safety incident related to site access of a Cardno managed activity, including construction related activity
- > Report any suspected or actual breaches immediately or as soon as practical to the Division President / CEO and Child Protection Officer using the Cardno [Child Protection Notification Form](#)
- The Child Protection Officer will determine next steps and if required the type of investigation depending on the nature of the allegation of child exploitation and abuse
 - A Cardno representative or partner will contact the child's parent(s) or guardian(s) unless this would jeopardise the child's welfare.
- > Reporting is not restricted to acts committed by Cardno personnel and partners. It also includes:
- Client staff member, including locally engaged staff
 - Any personnel of a client-funded contractor or civil society organisation, including sub-contractors and grantees
 - Personnel of a client-funded multilateral organisation
 - Client-funded volunteer or internship
 - Employee of another government agency
- > If you are not sure, you are able to discuss your concern in confidence with HR or management
- > An allegation of child exploitation and abuse is a serious issue and it is crucial all parties maintain strict confidentiality. Sharing of information, which could identify a child or an alleged perpetrator, should be purely on a 'need to know' basis and only to those who have a legitimate need to receive the information. Unless exploitation and abuse has actually been proved to have occurred, it must always be referred to as 'alleged exploitation and abuse'. Documentation obtained or created as a result of investigations will be kept confidential until such time as it may be required to be handed to judicial mechanisms.
- > Where a breach of Cardno's child protection policy has occurred, Cardno will ensure perpetrators are brought to account and appropriate action is taken.
- > Report to relevant authorities any incidents of suspected or actual child exploitation, abuse, or policy non-compliance
- > Maintain confidentiality when reporting child exploitation, abuse, or policy non-compliance and ensure procedural fairness

9. Supporting Documents

This GMR is supported by a number of other documents:

- > Global Child Protection Risk Assessment Template - [Child Protection Risk Assessment](#)
- > Global Child Protection Acknowledgement Form – [Child Protection Acknowledgement Form](#)
- > Global Child Protection Notification Form – [Child Protection Notification Form](#)