

NTA CODE OF CONDUCT
(Child protection and preventing sexual exploitation, abuse and harassment)

I, [insert name], acknowledge that I have read and understand NTA's Child Protection Policy and PSEAH Policy, and agree that in the course of my association with NTA, I must:

- treat all vulnerable people, including children and young people with respect, listen to and value their ideas and opinions
- not use language or behaviour towards vulnerable people and especially children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not expose children to alcohol, drugs or gambling
- not provide children with gifts
- not engage children under the age of 18 and adults with increased vulnerabilities in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children
- not invite unaccompanied children or other vulnerable people into a private residence, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor's permission must be obtained, and ensuring that another adult is present if possible (noting that this does not apply to an individual's own children)
- never use any computers, mobile phones, video cameras, cameras or social media for the purpose of exploiting or harassing vulnerable people including children, or access child exploitation material through any medium
- not use physical punishment on children or other vulnerable people
- not hire children for domestic or other labour: which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury
- comply with all relevant Australian and local legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy noncompliance in accordance with appropriate procedures
- Immediately report concerns or allegations of sexual exploitation, abuse or harassment
- immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during my association with NTA
- be aware of the behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse
- not exploit the vulnerability of others, particularly women and children and those who are vulnerable
- not commit any form of harassment
- not engage in behaviour to shame, humiliate or emotionally abuse vulnerable people, especially a child or young person

- not act in a sexually provocative manner or engage vulnerable people and especially children in any form of sexual activity
- not access or create sexually abusive images of vulnerable people, including children

These behaviours are not intended to interfere with normal family interactions.

When photographing or filming a child or using children's images for work-related purposes:

- take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should 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.

I understand that the onus is on me, as a person associated with or engaged by NTA to use common sense, avoid actions or behaviours that could be construed as child exploitation and abuse. Also, I must immediately report any suspected cases of child abuse to NTA.

I understand that a breach of the NTA Child Protection Policy or this Code of Conduct may provide grounds for my employment or association with the Nusatenggara Association to be terminated. I also understand that a breach of this Policy could result in criminal prosecution.

Signed:

Date: