ASSISI AID PROJECTS

Empowering Change

Child Protection Policy

(Child Friendly Amendment)

What is a Child Protection Policy?

Everyone deserves to be safe and free from harm. At Assisi Aid Projects (Assisi) we want to make sure that you are always safe. To do this we have created a plan. This plan is called our "Child Protection Policy".

This plan is for you. It is to help keep you safe, and to help you know what to do when something feels wrong.

Words we may use, and what they mean

To help you understand our policy, we want to help you to understand some important words. Understanding these words will help you know if you, or someone around you, is in an unsafe situation, and what you can do to get help.

HARM

Harm can be different things.

- It can be physical, which means somebody hurts your body. For example, if someone hits you or touches you in a bad way (for example, touching your private parts).
- It can be someone asking you to do something that makes you feel uncomfortable, or someone asking you to touch them.
- It can be someone saying something that makes you scared, or saying something unkind that hurts your feelings and makes you feel upset.
- It can be when the person responsible for you (this could be a parent, carer or teacher) does not help you or take care of you.

PRIVATE PARTS

Your private parts are your body parts under your underwear or swimsuit. This includes your vulva, vagina, breasts, penis, testicles, and bottom.

TRUSTED ADULT

A trusted or trustworthy adult is a grown-up in your life that you feel safe around. This could be your parent, a relative, project staff member or teacher. A trusted adult will never ask you to keep secrets that make you feel uncomfortable.

RESPECT

Respect is being kind and fair to everyone.

SAFE ENVIRONMENT

A safe environment is somewhere you feel comfortable, listened to, protected from harm, and respected.

What are our responsibilities at Assisi

We want you to always feel safe and comfortable. This means we will listen to you if you are worried, we will believe you, and we will help keep you safe.

To do this, all our staff at Assisi know what to do if you tell us you do not feel safe, or if you tell us that someone else is not safe.

What is not OK

These things are never OK. No matter who does them.

- ✗ Any person (adult or child) harming you in any way. On page 1 there is information about what harm means.
- ✗ Your body belongs to you. No one should touch it or look at it, especially your private parts.
- ✗ Someone asking you or forcing you to do something that makes you uncomfortable or you do not want to do. This could be:
  - Looking at or touching their private parts
  - Looking at inappropriate pictures or videos
  - Watching them do something that makes you feel uncomfortable or yucky.
- ✗ Someone taking pictures or sharing pictures of you without asking. We will always ask your parent or guardian when taking photos and sharing them.
- ✗ Sending and/or receiving unwanted messages or pictures. This includes pictures of private parts.
- ✗ Someone asking you to keep a secret that makes you feel scared, uncomfortable or worried.

Telling someone - what can you do?

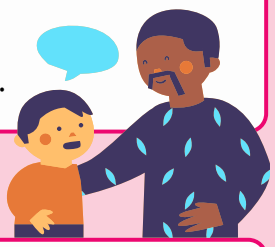
As adults, it is our job to keep you safe.

If someone harms you, or makes you feel uncomfortable or scared, it is not your fault.

Even if you know the person who harms you, and even if you didn't say 'no', **it is never your fault**.

You will not get in trouble for telling a trusted adult that someone is making you feel worried, or scared, or unsafe.

There is nothing too yucky that you cannot tell a trusted adult.



Here are some tips to help us keep you safe

- ✓ If you feel unsafe, uncomfortable or scared, tell a trusted adult what you are feeling.
- ✓ If you see something you think is wrong, tell a trusted adult.

- ✓ Even if you are not sure if something is wrong, or if you are not sure if something bad has happened, it is always ok to tell a trusted adult anyway.
- ✓ You can say 'no' to people (even grown-ups), if you feel unsafe, uncomfortable or scared. You can say 'no', even to a grown-up, or someone you know.

- ✓ You can speak to a trusted adult if you are worried about another child.
- ✓ If you feel that your worries are not being listened to, tell a different trusted adult until someone listens to you, and makes you feel heard and safe. You can also contact us at Assisi.

Please remember that even if someone does not mean to harm you, it is still important to tell a trusted adult, to make sure it does not happen again to you or anyone else. You will not be in trouble for speaking up.

How to contact us at Assisi Aid Projects

You can talk to us about your worries or concerns.

Email us at assisi@assisi.org.au

Phone us on +61 452 065 747

In Australia you can call the kids helpline on 1800 55 1800

IF YOU ARE IN IMMEDIATE DANGER, CALL THE POLICE

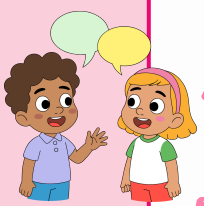
- Australia: 000
- India: 112
- Indonesia: 112
- Nepal: 100

What happens next

1. We will listen to you, and make sure you feel heard and safe.

2. We might ask you some questions, to help us understand your worries. This might be questions about what happened, when it happened, and who is involved.

3. We will make sure your worry is investigated (looked into). We will only share the information you tell us with people who need to know, so that we can keep you safe.



4. We will make sure you understand what will happen next.

5. We will make sure you feel safe every step of the way.

Policy number	6A	Current policy version	2
Original policy approved	2022	Previous review date	August 2026
Current policy reviewed by CEO	CC	Current version approved by Committee of Management on	August 2026
Responsible person	CEO	Scheduled review date by	August 2029