

Visitor Declaration Form Template

Project Name:		Arrival Date:	
		Departure Date:	
Name of Visitor:		Staff Member Responsible:	

(Insert Project Name) considers the harm, abuse and exploitation of children and vulnerable adults unacceptable in all circumstances and is committed to ensuring that all possible and necessary steps are taken to acknowledge the rights, and protect the wellbeing, of all children (people under the age of 18 years) and vulnerable adults that we work with.

Our **(Insert Project Name)** Safeguarding Policies (Child Protection / Child and Vulnerable Adult, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH)) apply to all **(Insert Project Name)** employees, members of the Edmund Rice Congregation and anyone visiting **(Insert Project Name)**, including volunteers, consultants and other third parties. Any visitors to project locations and offices will be briefed on the policies, sign this declaration form and the code of conduct, and are expected to uphold the standards outlined therein.

In line with this, all commit:

- To work actively to promote the best interests of children and vulnerable adults
- To act in line with the **(Insert Project Name)** Safeguarding policies and Code of Conduct
- To not be alone with children or vulnerable adults at any time and always be accompanied by another adult/member of the project to prevent this from occurring

(Insert Project Name) has a zero-tolerance stand on exploitative and abusive relationships, including:

- Any sexual activity with a child under the age of 18 or a vulnerable adult, regardless of the age of consent locally (mistaken belief of age being no defence)
- Exchange of money, goods or services for sexual favours or other forms of humiliating, degrading or exploitative behaviour.

It is expected that visitors adhere to these commitments when interacting with children and vulnerable adults.

I (your full name)

Declare:

- I have been briefed on and understand the **(Insert Project Name)**'s Child Protection / Children & Vulnerable Adults Safeguarding and PSEAH Policies
- I agree to accept and apply the above policies in their entirety
- I have signed the **(Insert Project Name)**'s Code of Conduct
- I do not have a criminal record nor have undergone disciplinary action relating to forms of child abuse, neglect, or violence of any type

Name:

Signature:

Date:

Child Protection Code of Conduct Guidelines

Do:

- Adhere to the Program-specific Child Protection Policy (PCPP)
- Sign the Program-specific Code of Conduct
- Continuously make yourself aware of potential risks to children
- Treat all children and young people with respect
- Respect cultural differences
- Take responsibility for ensuring you are accountable and do not place yourself in positions where there is a risk of allegations being made
- Self-assess your behaviours, actions, language and relationships with children
- Immediately report any disclosure, observation or concerning behaviour confidentially to a program leader
- If a child reports a concern to you, please:
 - remain calm, reassuring, in control
 - listen and try to get information but don't push them
 - tell them you believe them
 - reassure them it is not their fault
 - tell them you are pleased they told you
 - don't make promises you can't keep
- If taking photos of children, adhere to the respective image consent and photography guidelines, such as:
 - Children have to be portrayed in a respectful, appropriate and consensual way at all times
 - Children must be fully clothed
 - There should be no identifying information on images or image files (such as names, locations, school logos)
- Be aware that any form of child abuse and exploitation is unacceptable, will not be tolerated and will attract criminal, civil and disciplinary sanctions.

Do not:

- Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes.
- Visit children alone in their homes (e.g. home visits)
- Take children to own room or be alone with children
- Take photos or videos of children without obtaining their and their parents' / guardian's written consent beforehand
- Engage in behaviour that is intended to shame, humiliate, belittle or degrade children
- Use inappropriate, offensive or discriminatory language when speaking with a child or young person
- Provide or supply alcohol/drugs to children or give gifts to children
- Behave provocatively or inappropriately with a child
- Act in a way that shows unfair and differential treatment of children
- Seek to make contact and spend time with any child or young person outside program times
- Smack, hit or physically assault children
- Condone or participate in, behaviour of children that is illegal, unsafe or abusive

PSEAH Code of Conduct Guidelines

Do:

- Adhere to the Program-specific PSEAH (Prevention of Sexual Exploitation, Abuse and Harassment) Policy
- Report all witnessed or suspected SEAH incidents
- Listen to the views of the people within the communities you engage with
- Be conscious of various types of power imbalances, including but not limited to gender, age, ability, authority and economic
- Prevent any stakeholder from abusing a power imbalance over someone else
- Take action to prevent and/or manage risk of suspected or known SEAH incidents

Do not:

- Comment on people's physical appearance
- Enter people's close personal space
- Provide or solicit favours from personnel
- Form online relationships with personnel (especially children)
- Discuss sexual topics with personnel or beneficiaries
- Physically touch anyone in a manner that is inappropriate or sexually suggestive
- Take photographs of personnel or beneficiaries without their free, prior and informed consent
- Engage in transactional or exploitative sex, regardless of the local or national laws;
- Engage in fraternisation
- Engage in any relationship between any combination of Program personnel, Partners, stakeholders or beneficiaries
- Engage in sexually abusive or exploitative relationships
- Use language or behaviour that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- Share personal contact details with Program beneficiaries

General Code of Conduct Guidelines

Do:

- Ensure professional conduct at all times
- Treat all persons with respect and dignity and respect their rights
- Comply with all Program-specific policies and the law
- Adhere to all workplace legal and organisational health and safety requirements and be proactive in informing Program leaders of any work, health and safety issues
- Observe local laws and be sensitive to local values, culture and customs
- Report any actual or suspected wrongful acts to Program leaders
- Disclose all actual, potential and perceived conflicts of interest so that they do not impact negatively on the Program
- Treat Program property and resources with due care and maintenance, ensuring that such assets are secured against theft and misuse
- Respect the environment by engaging in environmentally friendly work practices

Do not:

- Engage in any corrupt, fraudulent or criminal activity
- Allow the use of Program property, resources or funds for anything other than their authorised purposes
- Be involved in terrorist activities, support terrorism or individuals and organisations that support terrorism
- Discriminate, harass or bully anyone in any form
- Disclose or use anything which could be considered intellectual property of the Program, unless agreed otherwise in advance
- Use Program IT equipment, software, e-mail or social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence, including any material calculated to intimidate or harasses