

I, [insert name], engaged by Friends of Vietnam Orphanages Inc., agree that while implementing any aid activities, I will:

- ³⁵₁₇ treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- ³⁵₁₇ not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- ³⁵₁₇ not engage children in any form of sexual activity or acts, including paying for sexual services or acts, where under the law(s) applicable to the child (including Part IIIA of the Australian Crimes Act 1914 (Cwlth) as amended), the child is below the age of consent or the act(s) are an offence under relevant laws
- ³⁵₁₇ wherever possible, ensure that another adult is present when working in the proximity of children
- ³⁵₁₇ not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- ³⁵₁₇ not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
- ³⁵₁₇ use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium (see also 'Use of children's images for work related purposes')
- ³⁵₁₇ refrain from physical punishment or discipline of children (excluding my own children)
- ³⁵₁₇ refrain from hiring 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
- ³⁵₁₇ comply with all relevant Australian and local legislation, including labour laws in relation to child labour
- ³⁵₁₇ immediately report concerns or allegations of child abuse in accordance with appropriate procedures.

Use of children's images for work related purposes

When photographing or filming a child for work related purposes, I must:

- ³⁵₁₇ before photographing or filming a child, assess and endeavour to comply with local traditions or restrictions for reproducing personal images
- ³⁵₁₇ before photographing or filming a child, obtain consent from the child or a parent or guardian of the child. As part of this I must explain how the photograph or film will be used
- ³⁵₁₇ 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
- ³⁵₁₇ ensure images are honest representations of the context and the facts
- ³⁵₁₇ ensure file labels do not reveal identifying information about a child when sending images electronically.

I understand that the onus is on me, as a person engaged by Friends of Vietnam Orphanages Inc., to use common sense and avoid actions or behaviours that could be construed as child abuse when implementing any aid activities.

Signed:

Date: