

Need advice, support or help?

[Country-specific contacts]

[Organisation focal point]

[External reporting and support services]



This brochure supports organisations to understand and implement
DFAT Child Protection and PSEAH* requirements.

www.dfat.gov.au/childprotection | www.dfat.gov.au/pseah

*PSEAH stands for Protection from Sexual Exploitation Abuse and Harassment

Keeping people safe

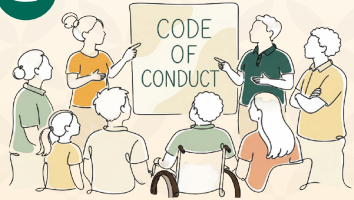
Practical steps for community groups and organisations

Why does this matter?

Keeping people safe is everyone's responsibility.

5 simple things you can do!

1



Make expectations clear

Standard 1: Policy, procedures and code of conduct

Have simple written rules or a Code of Conduct that explain expected behaviour and what is never acceptable.

Make it easy to raise concerns

Standard 2: Reporting mechanism and investigation procedures

Make sure everyone knows how and where to raise a concern safely.

2



3



Plan activities safely

Standard 3: Risk management processes

Before activities start, think about who could be at risk, what could go wrong and how you can make the activity safer.

Teach others about keeping people safe

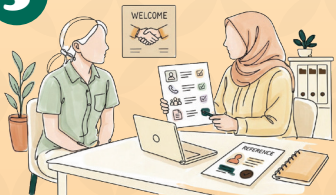
Standard 4: Training

Make sure staff and volunteers understand how to keep people safe and what to do if something concerns them.

4



5



Choose the right people

Standard 5: Recruitment and screening processes

Do a background check of people before they start work or volunteer, and make sure they understand expected behaviour.



Understanding the policies

- **Child Protection.** Keeping children safe from abuse, neglect and exploitation.
- **Protection from Sexual Exploitation Abuse and Harassment (PSEAH).**
 - **Sexual Harassment.** Unwanted sexual words or actions.
 - **Sexual Abuse.** Forcing or pressuring someone into sexual activity.
 - **Sexual Exploitation.** Using someone's vulnerability, trust or dependence for sexual purposes.



If you feel unsafe:

Prioritise your safety. Move away if you can. Tell someone you trust. Let the right person know.



If someone shares a safety concern with you:

Listen. Take them seriously. Do not blame them or investigate yourself. Let the right person know.

Who can help?

In your organisation:

- Your manager or team leader
- Your safeguarding contact
- Another trusted person

Outside your organisation:

- Your program safeguarding contact
- [Local support or emergency services]

DFAT:

- Child Protection: childprotection@dfat.gov.au
- PSEAH: seah.reports@dfat.gov.au

You do not need proof. If you are concerned, ask for advice.