

**cbm NEW ZEALAND**  
**CHILDREN AND ADULTS-AT-RISK SAFEGUARDING POLICY**

**Background**

**cbm** New Zealand is committed to respecting the rights and dignity of children and adults-at-risk and keeping them safe.

**cbm** New Zealand as part of the broader CBM-Global Federation is bound by the CBM Children and Adults-at-Risk Safeguarding Policy. That Policy, procedures in its appendices, and the CBM Safeguarding Risk Management Guide, regulate how CBM's programmes, operations and representatives work so that the children and adults it comes into contact with are not abused, neglected or harmed in any way.

The purpose of this policy is to endorse CBM Children and Adults-at-Risk Safeguarding Policy and describe how **cbm** New Zealand will implement it.

This Policy seeks to comply with the Children's Act 2014 (CA). The aim of the CA is to strengthen the safety of children by making sure state services, and their funded providers, adopt child protection policies. Recommendations include workforce safety checks such as police vetting, reference checks, and risk assessments for specific child safety related risks.

**Policy**

**cbm** New Zealand agrees to act in accordance with the CBM Children and Adults-at-Risk Safeguarding Policy. Implementation will be in line with evolving guidelines under the *MFAT Preventing Sexual Exploitation Abuse and Harassment (PSEAH) Policy* for the New Zealand Aid Programme.

**cbm** New Zealand will take the following actions to fulfill the obligations in the CBM Children and Adults-at-Risk Safeguarding Policy:

- In the event of a concern being raised related to a **cbm** New Zealand programme, **cbm** New Zealand International Programmes Director will liaise with CBM Global and/or CBM International (when applicable depending on which federation the Country Office is a member of) and that Country Office, to act in accordance with the policy. In the case of concerns related to the **cbm**-New Zealand PNG Country Office and concerns related to the 2020-22 Pacific Humanitarian programme, **cbm** New Zealand International Programmes Director and Chief Executive Officer will act in accordance with this policy and the procedures under the PNG Manual of Operations / Pacific Islands Manual of Operations.
- Record incidents in the Annual Programmes Report to the Board. Incidents will also be reported to relevant institutions when required as per agreements on accountability.
- Carry out the following procedures on all prospective employees and volunteers before fully confirming their appointment: History and reference check, police check and identity check, self declaration of good conduct and acceptance of the CBM Code of Conduct and Safeguarding Behavior.
- Ensure that all employees, Board members, volunteers and other associated people when first travelling to the field and then every three years (if travelling again) will:
  - Obtain a clear police check prior to travel;
  - Have a training session on Children and Adults-at-Risk protection; and
  - Sign the CBM Safeguarding Behavior Code.

- Monitor and support implementation of the CBM Children and Adults-at-Risk Safeguarding Policy with partners and encourage them to develop a Safeguard Policy or similar arrangements in line with the United Nations Convention on the Rights of the Child and the United Nations Convention on the Rights of Persons with Disabilities.
- Safeguard confidential information of children and adults-at-risk.
- Endeavour to operate as a child-friendly organisation.
- Ensure that any incident that employees, Board Members and associated people become aware of that potentially breaches the CBM Children and Adults-at-Risk Safeguarding Policy, will be reported immediately according to the process set out. In addition, the Chief Executive Officer of **cbm** New Zealand will also be informed immediately who will then immediately inform the Board Chair.
- Encourage, in conjunction with the Country Offices, CBM Global, CBM International (where appropriate) and local partners, the incorporation of the CBM Children and Adults-at-Risk Safeguarding Policy during programme planning and implementation.

**Approved:** Q1 2020  
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**Responsible Committee:** International Programmes