



CHILD PROTECTION POLICY

The Solar Fund (Fiji) Limited

The contents of this document are the property of The Solar Fund (Fiji) Limited and are strictly confidential. No part of this document may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of The Solar Fund (Fiji) Limited.

Table of Contents

1. Introduction.....	2
2. Purpose	2
3. General Principles.....	2
4. Risk Identification and Management	3
5. Guidance Documents	5
6. Reporting of Complaints	5
7. Review and Alteration of Policy.....	5
8. Document History and Version Control.....	5

1. Introduction

The Solar Fund (Fiji) Limited (hereinafter referred to as "the Company") is established as a company limited by guarantee with no shares, which was incorporated under the Fiji Company Act on 7 August 2024.

The Company's purpose is to provide renewable power solutions to remote and rural Fijian communities and schools, focusing on the maintenance and repair of installed solar panels, including those on the outer islands of Rabi, Kioa, and Fiji maritime islands. Its mission is twofold: reducing carbon emissions and enhancing educational opportunities in targeted remote and rural communities.

A primary focus of the Company is the creation of education opportunities for children in remote locations. In the delivery of our objectives this will occasionally involve visits to schools and communities and interactions with children.

This Policy is adapted from Its Time Foundation policies for The Solar Fund (Fiji) Limited.

2. Purpose

The purpose of this Child Protection Policy is to:

- Provide guidelines to ensure that all employees, volunteers and contractors adhere to this policy and is mandatory for all relevant parties.
- Ensure that all relevant parties involved in the delivery of The Solar Fund (Fiji) projects is responsible and are aware of the risk and take all possible actions to reduce risk of and to report any abuse of children.

3. General Principles

The following principles govern this policy of the Company:

- We will adhere to the Child Protection Policy and Code of Conduct as per Its Time Foundation's policy, which can be located here > <https://iitime.org/new/ChildProtectionPolicy.pdf>
- Compliance with all Company policies, including Fiji's national and local laws and regulations, and individuals must report any unethical behaviour or policy violations.
- Children are vulnerable to abuse physically, sexually and emotionally. The Solar Fund (Fiji) acknowledges that poor and lesser educated communities are particularly vulnerable.
- The Solar Fund (Fiji) has zero tolerance for any abuse of any child.
- All children have a right to be safe and all children have the right to protection from abuse regardless of their gender, race, religious or political beliefs, physical or mental health, sexual orientation, social or cultural background or economic status. It is our obligation to provide a child safe environment when delivering our activities.
- All decisions regarding the welfare and protection of children are made based on the best interests of the child.
- We will ensure that to the best of our ability we will identify and manage risks that may lead to abuse.
- We will act positively to prevent child abusers becoming involved in any of our activities. Action will immediately be taken against any relevant party who abuses a child or who is suspected of child abuse – they will be immediately disqualified from any of our activities.

4. Risk Identification and Management

Whilst implementation of these policy guidelines are the responsibility of all relevant parties, the project manager will be primarily responsible for proactively assessing and managing risks to children in the schools and communities in which we operate. This is achieved by proactively observing and assessing risk to children all stages of project implementation.

The Solar Fund (Fiji) will always be vigilant and uncompromising when implementing our child protection policy. This applies to all aspects of the organisation's activities including:

- Management and supervision
- Recruitment of staff, contractors and volunteers and during their training.
- Safeguarding of any information physical or soft copy relating to children.
- Media and communications. This includes the photographing of children where informed permission must be sort from responsible local authorities and guardians. Any images or videos of children will be respectful and in no way create a prospect of harm for the child. No articles, videos or images will be published without the approval of the CEO.
- Marketing and fund-raising activities.
- Reporting.
- Any other activities in the delivery of our projects.

It is the responsibility of the CEO to ensure that all relevant parties sign onto and agree to abide by the policy herewith.

Relevant parties must:

- Sign onto and agree to abide by this policy.
- Australian staff and volunteers must have successfully completed a Working with Children Check and criminal record check. We will endeavour to have relevant standards in-country applied for overseas contractors.
- Report any child abuse and protection concerns immediately to The Solar Fund (Fiji) CEO – this is mandatory. That report will be written and include as much detail as possible including time, location, parties involved, detailed description of the event, what action we took to protect the child and details of reporting to local authorities. If the incident occurs in a DFAT partnered project, in addition, the DFAT procedures and Child Incident Notification Form will be applied.
- Respond to a child who may have been abused or exploited by:
 1. Immediately reporting to The Solar Fund (Fiji);
 2. Reporting to the local authorities.
- Cooperate fully in any investigation of concerns or allegations.
- Accept that any breach of this policy will result in immediate removal from of the relevant party from all The Solar Fund (Fiji) activities related to children.

In addition to the provisions otherwise in this document The Solar Fund (Fiji) expects all relevant parties to meet the “Child Protection – Professional Behaviours” as quoted below from the DFAT Child protection policy located here > <https://www.dfat.gov.au/sites/default/files/child-protection-policy.pdf>. This will apply generally as well acting in partnership with DFAT:

- Child Protection – Professional Behaviours

- DFAT funded partners undertaking business on behalf of DFAT that involves working or contact with children are expected to adhere to the following behaviours while they are performing those duties:
 - treat all children with respect
 - not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
 - not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services
 - wherever possible, ensure that another adult is present when working near children
 - not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger
 - not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor's permission must be obtained, and ensuring that another adult is present if possible (noting that this does not apply to an individual's own children)
 - never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium
 - not use physical punishment on children
 - not hire 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
 - comply with all relevant Australian and local legislation, including labour laws in relation to child labour
 - immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
 - immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with DFAT
 - be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse

These behaviours are not intended to interfere with normal family interactions

When photographing or filming a child or using children's images for work-related purposes:

- take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided
- 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
- ensure images are honest representations of the context and the facts
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form

In addition to the provisions otherwise in this document The Solar Fund (Fiji) expects all relevant parties to also meet Fiji’s Ministry of Education Heritage and Arts (MEHA) “Policy on Child Protection in Schools” as provided in this link here > [ChildProtectionPolicy.pdf](#).

5. Guidance Documents

As a relatively small and modestly resourced charity The Solar Fund (Fiji) acknowledges it needs to and should refer to and comply with external guidance documentation. These include compliance with:

- DEFAT Child Protection Guidance Note Recruitment and Screening
- DFAT Child Protection Guidance Note Child Protection in Private Enterprise
- DFAT Child Protection Guidance Note Monitoring & Evaluation
- DFAT Child Protection Guidance Note Use of Images and Social Media
- Fiji’s MEHA Policy on Child Protection in Schools

6. Reporting of Complaints

Please refer to Complaints Handling Policy that is on the link here > <https://solarfund-fj.org/wp-content/uploads/2024/11/Complaints-handing-process.pdf>

7. Review and Alteration of Policy

- This Policy may be reviewed annually as needed.
- This Policy can be amended or rescinded by a resolution passed by the Directors.
- Any proposed amendment will set out the purpose of the proposed amendment will be sent to the Company Secretary 30 days before the meeting at which it is to be considered, to enable proposed amendments and alterations being included into the Board Meeting Agenda.

8. Document History and Version Control

Version Number	Date Issued / Reviewed	Effective Date	Amendments Description / Review Details
Draft 2	29 November 2024	TBC after Board approves	<ul style="list-style-type: none"> • Draft 1 initial documentation adapted from Its Time Foundation policy and following discussions with Founder of Its Time Foundation. • Draft 2 document updated by Insight Business Advisory Pte Ltd for The Solar Fund (Fiji) Limited Board review and adoption at its December 2024 Board meeting.
V1.0	24 December 2024	24 December 2024	Version 1.0 baselined following The Solar Fund (Fiji) Limited’s board approval at their Board meeting held on 9 December 2024. Document V1.0 submitted on 24 December 2024 to Tamara Smith, Board Secretary and Rob Edwards, Founder and Director of The Solar Fund (Fiji) Limited for filing and document control going forward.

Version Number	Date Issued / Reviewed	Effective Date	Amendments Description / Review Details