

Child Safe Tourism Checklist for Tourism Stakeholders

ACTION	DESCRIPTION	ASSESS - IN PLACE CURRENTLY DEVELOPING/STRENGTHENING NEED TO DEVELOP
Risk Assessment	<p>A great place to start.</p> <p>By conducting a risk assessment, you can:</p> <ul style="list-style-type: none"> (i) identify how your tourism activities/practices come into contact with children or impact children (ii) assess whether your tourism activities/practices are having a positive or negative/harmful effect on children and communities <p>This assessment can help you decide what policy and other measures you need to put in place to help remove or reduce the risk of harm as well as confirm what you are doing well.</p> <p>TIP: do the risk assessment as a team exercise as everyone will have unique observations and ideas about how your business interacts with children and how to make your practices child safe.</p> <p>USE: AVI Child Safeguarding Risk Assessment and Do No Harm Tools</p>	
Child Safe Tourism Policy OR including child safe measures in standard operating procedures/manual	<p>Develop and implement a child safe policy that is suitable to your organisation size and activities and reflects your values.</p> <p>Include in your Policy or Measures:</p> <ul style="list-style-type: none"> • A statement or commitment to be a child safe tourism business • Promotion of your child safe and responsible tourism commitment • Role of leadership/management 	

	<ul style="list-style-type: none"> • Ongoing child safe risk assessment for new activities • Engagement with community leaders to coordinate on village and community development plans to incorporate child safe tourism measures • Police and reference checks in recruitment of staff to ensure they are safe and positive representatives of your business especially when working in communities • Training for staff on your child safe policy and measures • Reference to relevant local laws and government policies/codes • Regular review of policy and measures <p>TIP: Promote your child safe tourism message on your website, brochures, social media, at airports, hotels, posters, T-shirts</p>	
<p>Child Safe Code of Conduct for Staff</p>	<p>This can be a one-page document that staff sign to agree to safe, respectful and positive conduct with children when representing your business.</p> <p>A Code of Conduct is a supportive document that clearly sets out what is safe and unsafe behaviour with children.</p> <p>The Code can include guidance on:</p> <ul style="list-style-type: none"> - Treating all children with respect regardless of race, gender, religion, ability, age etc - Being a positive role model in communities - Use of language - Ensuring interactions with children and young people are not abusive, exploitative or unlawful - Use of computers, mobile phones, social media - Taking photos or videos and obtaining informed consent from children and parents 	

	<ul style="list-style-type: none"> - Reporting any concerns for the safety of a child to management <p>TIP: Ask applicants what they think about the Code of Conduct in interviews and discuss the Code in staff inductions or team meetings – its important to keep the conversation going about child safeguarding</p>	
Reporting	<p>Develop a clear process whereby staff and clients can raise any concerns or complaints with you about the safety of a child or conduct of a staff member with a child.</p> <p>This process should be managed in a fair, safe and confidential way.</p> <p>Staff should be encouraged to raise any concern they have, and not suffer negative consequences for doing so, even if their concern results in no further action needed. In this way your business will not miss any risks and will be able to continuously improve practices.</p> <p>TIP: Appoint two senior staff members as the child safe contact officers and let staff know they can discuss concerns with them at any time.</p>	
Feedback Forms and Processes	<p>Obtain feedback from the community after visiting with a tour group – ask what worked well, where there any problems or concerns, anything happen that made you upset, worried about the safety of your children?</p> <p>Include questions in your client feedback form about your child safe practices.</p> <p>TIP: Ask children and young people how they would like to welcome tourists and what their ideas are to show Fiji to visitors</p>	
Tourists/Clients Pre-Briefing	<p>Through a brochure, online tour booking or verbal briefing, explain your child safe and responsible tourism commitment</p>	

	<p>and ask your clients to share in that responsibility to keep children in Fiji safe.</p> <p>This information can include:</p> <ul style="list-style-type: none"> - What is ok and not ok when taking photos of children (privacy and dignity) and obtaining consent for photos, videos and social media posts - Safe and child friendly conduct when visiting communities, schools and villages and respecting private areas/spaces - Appropriate dress standards for visiting communities - Reporting any concerns during and after a tour - Your policy on gifts for children <p>TIP: Have responses prepared for staff when tourists ask about activities that you have decided are harmful or negative for children and communities so this can be communicated in a positive and educative way.</p>	
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WHAT NEXT?

Use this Checklist to develop your Action Plan to implement child safe tourism measures

SEE CSV HUB WEBSITE FOR MORE TOOLS AND RESOURCES

<https://pacific.childsafevolunteering.com/>