



Child Wellbeing and Safety Policy

Overview

<Name of Organisation>. strives to create and maintain a safe environment for all children who participate in or are present during <Name of Organisation> activities. To the best of their ability Employees, Board Members and Volunteers must safeguard the children and young people they come into contact with and protect them from all forms of abuse and harm including physical, sexual, emotional/ psychological, significant neglect and grooming.

This Child Wellbeing and Safety Policy applies to those <Name of Organisation> representatives who participate in <Name of Organisation> Programs. It complies with legislative requirements common to all Australian States and Territories. In particular our policy seeks to comply with the Victorian Child Safe Standards.

These requirements apply to all adult persons working with young people entrusted to their care and must be adhered to.

Chile Safety Risk Statement.

<Name of Organisation> has a zero-tolerance approach to child exploitation or abuse, and we are committed to promoting and maintaining a culture that provides a safe environment for children.

We recognise that all adults share the responsibility of preventing exploitation and abuse. This is why <Name of Organisation> requires the commitment, support and cooperation of all individuals who help deliver our services. As an Incorporated Association, <Name of Organisation> is committed to, and compliant with, the Victorian Government Child Safe Standards.

As part of our commitment, <Name of Organisation> undertakes a risk assessment to evaluate the risk of harm to children and young people, at every site we commence work at and puts in place strategies to manage those risks. <Name of Organisation> provides training for staff who are performing roles that have interaction with children to ensure staff are aware of, and comply with, our child safety requirements.

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<Name of Organisation> contact with children primarily occurs through schools, on private properties, in our own establishments and in community centres where children may be present.

Staff understand the important and specific role they play in ensuring the safety and wellbeing of the children and young people taking part in programs provided by <Name of Organisation>. Our Child Wellbeing and Safety Policy outlines how all <Name of Organisation> employees and volunteers have legal obligations to always act ethically and responsibly towards children and young people, including a legal obligation to report any real or suspected instances of grooming or abuse of a minor to police as soon as practicable.

Our Child Wellbeing and Safety Policy is permanently on the agenda of all Board Meetings ensuring the review of any perceived issues are addressed regularly.

Our Policy follows the Victorian Government Child Safe Standards.

1. Establish a culturally safe environment for Aboriginal Children
2. Child Safety and wellbeing is embedded in our organisation's leadership and culture
3. Children are empowered about their rights and participate in decisions affecting them.
4. Families and communities are informed and involved in promoting Child Safety.
5. Equity is upheld and diverse needs are respected.
6. All <INITIALS OF ORGANISATION> people working with children are to be suitable and supported to reflect child safety.
7. <INITIALS OF ORGANISATION> has a accessible, child focussed complaint handling policy
8. Staff and Volunteers are equipped to keep children safe through an ongoing education and training program.
9. Environments that we work in should promote safety and wellbeing to minimise harm to children.
10. Implementation of Child Safe Standards must be regularly reviewed and improved.
11. Child protection policies must be documented and easy to understand.

Full Details of the Victorian Government Child Safe Standards. are available online at

<https://www.health.vic.gov.au/childsafestandards>

Code of Conduct

Scope

This policy refers or applies to all Employees, Board members and Volunteers.

This Policy applies to:

- all locations where <INITIALS OF ORGANISATION> operates its activities
- children under 18 years of age
- parents/guardians and families; and
- all interaction between <INITIALS OF ORGANISATION> Personnel and the children.

Roles and responsibilities

All <INITIALS OF ORGANISATION> Personnel are responsible for understanding their obligations under this Code and complying with the provisions of this Code as updated from time to time.

This Code has been endorsed by the <INITIALS OF ORGANISATION> Board which is responsible for developing and reviewing this Code to ensure compliance.

Acceptable behaviours

All <INITIALS OF ORGANISATION> Personnel that come into contact with children on behalf of <INITIALS OF ORGANISATION> are responsible for supporting the safety of those children by:

1. Working towards the achievement of the aims and purposes of the organization.
2. Being responsible for relevant administration of programs and activities in their area.
3. Maintaining a duty of care towards others involved in these programs and activities.
4. Being vigilant and taking all reasonable steps to protect a child from abuse or harm when the child is in their care.
5. Establishing and maintaining a child-safe environment in the course of their work.

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EG. This includes but not limited to controlling areas to exclude children / adults where machinery is operating / works underway and ensuring all areas is safe from hazards after machinery has stopped / been removed.

6. Being fair, considerate and honest with others. We build strength, stability and self-reliance through shelter
7. Treating children and young people with respect and valuing their ideas and opinions.
8. Acting as positive role models in their conduct with children and young people.
9. Being professional in their actions and abiding by professional boundaries.
10. Maintaining strict impartiality.
11. Complying with specific <INITIALS OF ORGANISATION> guidelines on physical contact with children.
12. Listening and responding to the views and concerns of a child, particularly if they disclose that they, or another child or young person has been abused or that they are worried about their safety or the safety of another child or young person.
13. Respecting the privacy of children, their families and teachers/careers, and only disclosing information to people who have a need to know.
14. Adhering to and operating within the policies and guidelines of <INITIALS OF ORGANISATION> including to report any allegations of child abuse or child safety concerns in accordance with the <INITIALS OF ORGANISATION> Child Safety procedure.
15. Cooperating with any child safety investigation by <INITIALS OF ORGANISATION> or any regulatory authority including the police.
16. Reporting any suspected breach of this Code by any other <INITIALS OF ORGANISATION> Personnel to the <INITIALS OF ORGANISATION> Child Safety Officer.
17. Contacting the police if a child is at immediate risk of abuse, phone 000.
18. Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic) and any other legal reporting obligations.

Unacceptable behaviours

<INITIALS OF ORGANISATION> Personnel must not:

1. Engage in any form of child abuse, including behaviour that could constitute grooming.
2. Shame, humiliate, oppress, belittle or degrade children or young people.

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3. Unlawfully discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability.
4. Ignore or disregard any suspected or disclosed child abuse.
5. Engage in any activity with a child or young person that is likely to physically or emotionally harm them.
6. Initiate unnecessary physical contact with a child or young person (for example sitting on laps, massages), or do things of a personal nature for them that they can do for themselves (for example toileting or changing clothes).
7. Be alone with a child or young person unnecessarily and for more than a very short time.
8. Develop a 'special' relationship with a specific child or young person for their own needs such that it could be seen as favouritism, including but not limited to:
 - a. offering gifts or special treatment for specific children;
 - b. socialising and meeting with a child outside of work where to do so would be deemed inappropriate; and
 - c. sharing personal details about their private lives with children where to do so would be deemed inappropriate.
9. Arrange contact, including online contact, with children or young people outside of <INITIALS OF ORGANISATION>'s programs and activities.
10. Use any personal communication channels/devices such as personal email accounts, social media or instant messenger accounts to make contact with children or young people outside of <INITIALS OF ORGANISATION>'s programs and activities.
11. Photograph or video a child or young person without the consent of the child and his/her parents or guardians.
12. Work with children or young people while under the influence of alcohol or illegal drugs.
13. Supply a child or young person with alcohol or drugs.
14. Engage in open discussions of a mature or adult nature in the presence of a child or children.
15. Drive a child or young person in their care, unless they have express parental consent.
16. Use inappropriate language in the presence of children.
17. Do anything contra to <INITIALS OF ORGANISATION>'s policies, procedures, or this Code of Conduct.

What happens if you breach the Code?

<INITIALS OF ORGANISATION> Personnel that breach this Code may be subject to disciplinary action, including and up to termination of employment or cessation of engagement with <INITIALS OF ORGANISATION>.

<INITIALS OF ORGANISATION> Personnel that are aware of a suspected breach of this Code should refer to the <INITIALS OF ORGANISATION> Child Safety Procedure and can make a report to the Child Safety Officer. All reports will be treated confidentially.

DECLARATION

I confirm that I have been provided with a copy of the above Code of Conduct.

I confirm that I have read and understood the Code and understand that I am required to comply with the Code. I acknowledge that if I breach the Code, I may be subject to disciplinary action, including termination of my employment or engagement with <Name of Organisation>.

Name:

Signature:

Date:

General Requirements

All <Name of Organisation> Operators working in a school or other environment where a child is present must carry a current Working with Children Check Card.

All <Name of Organisation> operators will bear in mind paedophiles often appear as respectable, conscientious, hardworking people.

It is desirable to have two or more Responsible Adults together with a young person at any one time.

Where <Name of Organisation> operators are assisting in a youth program which is under the control of another organisation such as a school, the protection requirements set out in this document still apply together with any additional requirement the other organisation may require.

Should a <Name of Organisation> operator know or have a strong suspicion that a child has been abused, harassed, mistreated, or neglected it is their legal obligation to notify all appropriate authorities.

Requirements Relating to Young People

Should any child have a problem big or small we must do our utmost to give young people, the confidence to seek our help knowing we will:

- listen sympathetically

- respond promptly, effectively and with compassion.

Young people who have been abused might be mentally traumatised and find it very difficult to talk of their experience. If they are to make a full disclosure, it is critical for those they may approach to treat them with care and compassion.

All adults that a young person may contact if abused will follow a list of common-sense responses should this happen.

The process following the advice of an allegation shall be:

1. Ensure the safety of the young person.
2. All allegations must be reported to:
 - Police (if in immediate danger/ involves sexual abuse) Tel: 000
 - Child Protection for other allegations/ concerns. Tel: 1300 360 391 or 131 278 (after hrs.)
 - Orange Door if there are concerns/ support required. Tel: 1800 271 150
3. Notify <Initials of Organisation> Child Safety Board member
4. Complete Child Protection Incident Record
5. Save any records in secure location to protect confidentiality of alleged victim and perpetrator.
6. Seek Support
 - If the incident has impacted or triggered issues for reporter or others, seek support from services such as :-
 - i. Lifeline 13 11 14
 - ii. 1800 RESPECT 1800 737 732
 - iii. Beyond Blue 1300 224 636
 - iv. SAMSN (Survivors & Mates Support Network) 1800 472 676
 - v. Blue Knot Helpline 1300 657 380

Do Not-

1. Contact the accused.
2. Talk about or tell others who are unrelated to the incident.

Child Wellbeing and Safety Policy Incident Report

Details of Incident

Date of Incident	
Time of Incident	
Location of Incident	
Date Incident Identified	
Name(s)/Detail of child/children involved	
What language does the child / children speak	
Name(s) of staff/ volunteer involved:	
Where did the incident take place and describe the circumstances	
Who was involved	
What did you observe	
Include any other details	

Action Taken

Who did you advise	
Date / Time	
How did you advise the authorities	
Your Name	
Position	
Your Address	
Your Mobile Number	
Your Email Address	

Your Signature	
Date	
Name (Print)	

Glossary

Child	A young person under the age of 18 years.
Volunteer	An adult involved in <Name of Organisation> who has direct interaction either supervised or unsupervised with young people in any of its Programs.
Responsible Adult	A responsible adult is any adult who, in a family or group situation for a short period of time, is responsible for caring for a child/student.
<Name of Organisation> Operator	Any Board Member, Employee, Volunteer, or other person working under the direction of <Name of Organisation>.