

<b>Child Safety Policy</b>	
Policy statement	<p>Protective Services is committed to child safety. We insist that children impacted by our services be safe, happy and empowered. Protective Services has a zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures.</p> <p>To ensure our culture is communicated this policy will be available in the following ways:</p> <ul style="list-style-type: none"> <li>• on our website</li> </ul> <p>We will communicate our policy in community languages.</p> <p>We recognise that as an organisation and individuals we have legal and moral obligations to report when we are worried about a child's safety. We are committed to preventing child abuse and identifying, removing and reducing risks where they are identified.</p> <p>We support and respect all children, our staff and are committed to the safety, participation and empowerment of all children. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.</p> <p>This policy is intended to empower children who are involved in any way with our organisation. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.</p> <p>We promote diversity and tolerance in our organisation, and people from all walks of life and cultural backgrounds are welcome. In particular we:</p> <ul style="list-style-type: none"> <li>• promote the cultural safety, participation and empowerment of Aboriginal children</li> <li>• promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds</li> <li>• ensure that children with a disability are safe and can participate equally.</li> </ul> <p>To support the full implementation of this policy the following processes are in place.</p>
Related documents	
Procedure	
	<p><b>RECRUITMENT AND SELECTION PROCEDURE</b></p> <p>We have robust human resource processes in place which ensure that we select and recruit the best people. We provide a comprehensive induction which includes training for child safety.</p> <p>Our procedures include processes for conducting mandatory police and working with children checks for all staff and contractors including our leadership team.</p> <p>Staff are provided with induction training about child abuse risks.</p>

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We have a code of conduct which all of our staff and contractors must sign. The Code specifies the standards of conduct required when working with children. All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the code of conduct.

We train our staff and volunteers in our allegations of abuse procedure to ensure people are confident to discuss allegations of abuse. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff and volunteers through ongoing supervision to develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New employees and volunteers will be supervised regularly to ensure they understand our organisation's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to this organisation's code of conduct to understand appropriate behaviour further). Any inappropriate behaviour will be reported through appropriate channels, including the Police, depending on the severity and urgency of the matter.

We actively encourage applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check or State equivalent for each state in which they work, and to provide evidence of this Check.

We carry out reference checks and police record checks to ensure that we are recruiting the right people. Police record checks are used only for the purposes of recruitment and are discarded after the recruitment process is complete. We do retain our own records (but not the actual criminal record) if an applicant's criminal history affected our decision making process.

The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as an organisation take.

### **PRIVACY**

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

### **LEGISLATIVE RESPONSIBILITIES**

We understand our legal responsibilities including:

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Failure to disclose: Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.

Failure to protect: People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

Any personnel who are mandatory reporters must comply with their duties.

### **RISK MANAGEMENT**

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments (for example, any doors that can lock), and online environments (for example, no staff or volunteer is to have contact with a child on social media).

#### **Regular review**

This policy will be reviewed every two years and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

### **ALLEGATIONS, CONCERNS AND COMPLAINTS**

Our organisation takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff are trained to deal appropriately with allegations.

We work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).

If an adult has a reasonable belief that an incident has occurred then they must report the incident. Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed
- someone else has raised a suspicion of abuse but is unwilling to report it
- observing suspicious behaviour.

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