



Child Safe Policy

Policy number	059	Version	V2
Drafted by	Manager	Approved on	7/11/2022
Responsible person	Secretary	Scheduled review date	6/11/2025
Category	Governance and Human Relations		
Overview (policy description)	The purpose of the Child Safe Policy is to demonstrate a strong commitment within YCC to ensure the safety of children in accordance to the new Child Safe Standards		
Scope (who/what is covered by this policy)	Committee of Governance, Manager, Staff and contractors (including Volunteers)		
Areas of responsibility (Responsibility control and coordination of the policy)	Manager and Executive Committee		
Authority to approve exceptions to the policy	Executive Committee		
References (e.g. other applicable policies/procedure)	006 Code of Conduct 036 Police Checks and Working with children Checks 045 Staff recruitment and Induction 049 Volunteer Recruitment and Management YCC Child Safe Risk Assessment		

Introduction

This policy demonstrates the strong commitment of the Yarrunga Community Centre (YCC) Committee of Governance (CoG), Management, staff (including contractors) and volunteers to child safety, and to provide an outline of the policies and practices that have been developed to keep everyone safe from harm, including abuse. This policy has been developed to ensure compliance with the new Child Safe Standards, and covers in person and online activities of YCC.

- We want children to be safe, happy and empowered
- We support and respect all children, as well as our staff and volunteers
- We are committed to the safety, participation and empowerment of all children
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures
- We have legal and moral obligations to contact authorities when we are concerned about a child's safety



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Commitment to child safety and rights to participation

Yarrunga Community Centre is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. All children who attend YCC have a right to feel and be safe. Their welfare will always be our first priority, with a zero-tolerance approach to child abuse. YCC aims to create child safe and a child friendly environment and will also

- Promote the cultural safety of our First Nations Australian Children
- Promote the cultural safety of all children from culturally and linguistically diverse backgrounds
- Promote the safety of children with a disability
- Promoting the right to safety of trans and gender diverse children and their families
- Ensuring that LGBTIQ+ children and families feel included

Recruiting staff and volunteers

Yarrunga Community centre has robust human resources and recruitment practices to reduce the risk of child abuse by new and existing Committee members, staff and volunteers. YCC will apply the best practice standards in the recruitment and screening of staff and volunteers. All staff and volunteers must abide by the Code of Conduct and register and provide a current Working with Children's Check (an additional Police check is required for certain staff and volunteers – see policy 036)

Supporting staff and volunteers

Yarrunga Community Centre is committed to regularly training and educating our Committee, staff and volunteers on child abuse risks and to understand their responsibilities in relation to child safety. All YCC Committee, staff and volunteers to incorporate child safety considerations into decision-making and to promote a culturally safe environment where children are empowered to speak up about issues that affect them.

Value Diversity

We are committed to the cultural safety of children from indigenous and culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with a disability. We value diversity and do not tolerate discriminatory practices. We welcome all children and their families and act to promote their participation. We welcome same sex attracted, intersex and gender diverse children and families.

Reporting Procedures



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All reports will be treated as serious, whether made by an adult or child.

Child Safety Person: The manager will have responsibility for responding to any complaints made by staff, volunteers, parents or children. If a person does not feel comfortable making a report to the child safety person, they may report their concern to the Chair of Yarrunga Community Centre Committee of Governance.

If a staff member, volunteer or contractor becomes aware of an incident or allegation of abuse, the first responsibility is to ensure that the child or children are safe and the risks of further abuse or harm are mitigated.

If the incident or allegation of abuse could involve criminal conduct, the matter must be immediately reported to Victoria Police. If there is any ongoing risk to a child or children, then the staff member or volunteer should immediately call 000. It may also be appropriate to notify the Department of Health and Human Services if there is a belief that a child needs protection. This may involve notifications to the police or Child Protection, Department of Human Services

Record keeping and incident monitoring

YCC is committed to best practice record keeping. As required in the Incident Reporting Procedure, all reports of child abuse shall be recorded within the incident reporting system. YCC, in maintaining records on reports of child abuse, will maintain confidentiality and privacy for children and families in accordance with legislation. Records will be retained in line with the recommendations from the Office of Public Records. Reports of child abuse and complaints about child safety will be monitored by the Committee of Governance to ensure that they are appropriately managed.

Risk management

Risks to child safety that are identified in complaints and reports of abuse will be reviewed and incorporated into the relevant risk management plan. We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policies, procedures and activity planning. YCC has a Risk Management Policy and Framework.

The Risk Management Policy and Framework must include the assessment and mitigation of risks of child abuse at YCC. The following elements must be included in the risk management policy and framework:

- All existing and new activities and facilities must be assessed for risks of child abuse including: – environmental risks (e.g. areas that might obscure a line of sight) – vulnerability risks (such as activities that may foster personal relationships between staff/volunteers and children who have an increased risk of being exploited, such as children who are highly vulnerable and dependent on the staff/volunteer for their needs).



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- All identified risks of child abuse are actively reduced by designing and implementing appropriate preventative measures.
- Risk management plans are documented for all existing and new activities and facilities.
- Staff, volunteers and contractors are made aware of their responsibility for identifying risks of child abuse and their obligation to work with management on reducing those risks.
- Families and children are made aware of how to report on identified risks of child abuse.
- Risk management plans are living documents that are updated as required, referred to regularly and reviewed periodically.

Non-compliance

YCC will enforce this policy and the Code of Conduct. Following any non-compliance, we will instigate a review that may result in restriction of duties, suspension or termination of employment or other corrective action.

We have policies and procedures in place that support our committee staff and volunteers to achieve these commitments

If you believe a child is at immediate risk, phone 000

Authorisation

Signature of Approved Authority <i>St Tolan</i>	<i>12/12/22</i>
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DOCUMENT CONTROL: Policies to be reviewed every 3 years (unless subject to relevant legislative change)

Date	Person	Position
2/11/22	Sam Blackwell	Manager