

Child Safety policy

Purpose

Rights Information and Advocacy Centre (RIAC) is committed to promoting and protecting the interests and safety of children. RIAC has zero tolerance for child abuse.

The purpose of this policy is to:

- facilitate the prevention of child abuse occurring within RIAC.
- work towards an organisational culture of child safety.
- ensure that all parties are aware of their responsibilities for identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs.
- provide guidance to staff/volunteers/contractors as to action that should be taken where they suspect any abuse within or outside of the organisation.
- provide a clear statement to staff/volunteers/contractors forbidding any such abuse; and
- provide assurance that all cases of suspected abuse will be reported and fully investigated.

Scope

This Policy applies to all RIAC Personnel.

Responsibilities

All RIAC Personnel are responsible for the care and protection of children and reporting information about child abuse.

The following breaks down the responsibilities for each level of staff:

The Board: has ultimate responsibility for providing the internal mechanisms to ensure the detection, prevention and reporting of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place.

The RIAC CEO is responsible for:

- Dealing with and investigating reports of child abuse;
- Ensuring that all RIAC Personnel are aware of relevant laws, organisational policies and procedures, and the organisation's Child Safety Code of Conduct;
- Ensuring that all RIAC Personnel are aware of their obligation to report suspected sexual abuse of a child in accordance with these policies and procedures;
- Ensuring that all RIAC Personnel are aware of their obligation to observe the Child Safety Code of Conduct and
- Providing support for RIAC Personnel in undertaking their child protection responsibilities.

Program Leaders: must ensure that they:

- Promote child safety at all times;
- Assess the risk of child abuse within their area of control and eradicate or minimise any risk to the extent possible;
- Educate employees about the prevention and detection of child abuse; and
- Facilitate the reporting of any inappropriate behaviour or suspected abusive activities.

Program Leaders should be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct.

All staff/volunteers and contractors: share the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the relevant laws, the Child Safe Code of Conduct, and RIAC's Child Safety Policy and any procedures in relation to child protection, and comply with all requirements;
- Report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the police and/or the state-based child protection service) and fulfil their obligations as mandatory reporters.
- Report any suspicion that a child's safety may be at risk to their Manager (or, if their Manager is involved in the suspicion, to a responsible person in the organisation);
- Provide an environment that is supportive of all children's emotional and physical safety.

Procedure

RIAC supports and respects all children, staff and volunteers. RIAC is committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

RIAC acknowledges child protection is a shared responsibility and is committed to promoting and protecting the best interests of children involved in its programs.

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

RIAC has zero tolerance for child abuse. Everyone working at RIAC is responsible for the care and protection of the children within our care and reporting information about suspected child abuse.

RIAC will consider the opinions of children and use their opinions to develop child protection policies, where possible.

If any person believes a child is in immediate risk of abuse, telephone 000.

1. Employment of New Personnel

RIAC undertakes a comprehensive recruitment and screening process for all workers and volunteers that aims to:

- promote and protect the safety of all children under the care of the organisation;
- identify the safest and most suitable people who share RIAC's values and commitment to protect children; and
- prevent a person from working at RIAC if they pose a risk to children.

RIAC requires all workers/volunteers to pass through the organisation's recruitment and screening processes prior to commencing their engagement. This includes, but is not limited to, undertaking a National and/or International Police Check and Working with Children Check (WWCC, VIC).

2. Risk Management

RIAC will ensure that child safety is a part of its overall risk management approach.

3. Reporting of Staff/Volunteers/Contractors

Any staff member, volunteer or contractor who has grounds to suspect abusive activity must immediately notify their Manager about their concern and record an incident via the EnableHR Incident reporting procedure.

In situations where the Program Leader is suspected of involvement in the activity, or if the person having the suspicion does not believe that the matter is being appropriately addressed or dealt with, the matter should be reported directly to the CEO.

Program Leaders must report complaints of suspected abusive behaviour or misconduct of RIAC Personnel to the CEO, and any external regulatory body, such as the police. If the alleged incident involves the CEO, the matter should be reported to the Chair of the Board.

RIAC will comply with the Child Wellbeing and Safety Act 2005 (Vic), the Children and Young Persons (Care and Protection Act 1998 (NSW)) and the Crimes Act 1900 (NSW) regarding mandatory reporting.

3.1 Investigating

If the appropriate child protection service or the police decide to investigate a report, all RIAC Personnel must co-operate fully with the investigation.

Whether or not the authorities decide to investigate, the CEO (or appropriate person) will consult with the authorities to determine whether an internal investigation is appropriate.

If it is decided that such an investigation will not conflict with any proceeding of the authorities, the CEO (or appropriate person) may decide to conduct such an investigation.

All RIAC Personnel must co-operate fully with the investigation.

Any such investigation will be conducted according to the rules of natural justice.

The CEO (or appropriate person) will make every effort to keep any such investigation confidential; however, from time-to-time other members of staff may need to be consulted in conjunction with the investigation.

After an initial review and a determination that the suspected abuse warrants additional investigation, the CEO (or appropriate person) shall coordinate the investigation with the appropriate investigators and/or law enforcement officials.

Internal or external legal representatives will be involved in the process, as deemed appropriate.

3.2 Responding

If it is alleged that RIAC Personnel may have committed an offence or has breached the organisation's policies or its Child Safety Code of Conduct, the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the organisation's policies or Child Safety Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with the organisation. The findings of the investigation will also be reported to any external body as required.

3.3 Privacy

RIAC will have safeguards and practices in place to ensure any personal information is protected unless there is a risk to someone's safety.

Everyone is entitled to know how the personal information is recorded, what will be done with it, and who will be able to access it.

Definitions

Child means a person below the age of 18 years unless otherwise stated under the law applicable to the child.

Child protection means any responsibility, measure or activity undertaken to safeguard children from harm.

Child abuse means all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial (e.g. for financial gain) or other exploitation of a child and includes any actions that results in actual or potential harm to a child.

Child sexual assault is any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity with the child.

Reasonable belief is a belief based on reasonable grounds (see below) that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed.

Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.

A reasonable belief is formed if a reasonable person believes that:

- (a) the child needs protection,
- (b) the child has suffered or is likely to suffer “significant harm as a result of physical injury,” or
- (c) the parents are unable or unwilling to protect the child.

A ‘reasonable belief’ or a ‘belief on reasonable grounds’ is not the same as having proof but is more than mere rumour or speculation.

A ‘reasonable belief’ is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a ‘reasonable belief’ might be formed if:

- a) a child states that they have been physically or sexually abused;
- b) a child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves).
- c) someone who knows a child states that the child has been physically or sexually abused;
- d) professional observations of the child’s behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; and/or
- e) signs of abuse lead to a belief that the child has been physically or sexually abused.

RIAC Personnel includes RIAC Staff, Volunteers, contractors, or students.

Documentation

Staff Induction Process

Related documents

[RIAC Code of Conduct- including Child Safety and Disability.](#)

[RIAC EASYREAD Code of Conduct](#) including Child Safety and Disability

RIAC Staff Handbook.

RIAC Information Privacy and Data Protection Policy

RIAC Risk Management Policy

RIAC [Child Safety Reporting Process](#)

Resources

Child Wellbeing and Safety Act 2005 (Vic).

Children and Young Persons (Care and Protections Act 1998 (NSW)).

Crimes Act 1900 (NSW).

The Victorian Child Safety Standards and Reportable Conduct Scheme.

The NEW Child Safe Standards 2022 <https://www.dhhs.vic.gov.au/publications/child-safe-standards>

Safety of children with a disability-Commission for Children and Young People.

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