



## CHILD SAFE POLICY

Policy Particulars			
Policy reference	BCS	Version	2
Drafted by	General Manager Corporate Governance	Approved on	4 November 2020
Responsible person	General Manager Corporate Governance	Scheduled review date	November 2021

### INTRODUCTION

CVGT Australia (CVGT) acknowledges that 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, and that child protection is a shared responsibility between CVGT and members of the community.

This policy establishes CVGT's expectations of all staff to provide a safe environment for children and sets out our approach to managing risk to children and young people arising through the day-to-day work of the organisation. It provides guidance on the processes and procedures that aim to ensure children's safety and wellbeing across all areas of CVGT.

This policy applies to all activities in the organisation which involve, result in, or relate to, contact with children and to all persons who conduct work for CVGT in a paid or unpaid capacity.

All Board directors, officers, employees and volunteers engaged directly by CVGT as well as all agents and contractors, either engaged by CVGT, or by authorised contractors of CVGT, must comply with this policy and are required to adhere to their responsibilities in regard to the application of this policy.

A failure to comply with the obligations contained in this Policy may result in disciplinary action that could include termination of employment or services. Failure to adhere to relevant Working with Children or Vulnerable People Assessments and mandatory reporting legislation requirements under relevant state, territory and Commonwealth legislation may result in penalties to CVGT and/or the employee.

CVGT reserves the right to vary, replace or terminate this policy at any time.

### PURPOSE

The aim of this policy is to assist Board directors, officers and employees to understand and adhere to the requirements of the Commonwealth Child Safe Framework (CCSF), National Principles for Child Safe Organisations, and other contractual and legislative requirements, including compliance with the requirements of Working with Children legislation.

The purpose of this policy and associated procedure is to:

- provide Board directors, officers and employees with clear direction of their responsibilities and those of management in relation to child protection;
- facilitate the prevention of child abuse occurring within CVGT;
- 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 Board directors, officers and employees as to action that should be taken where they suspect any abuse within or outside the organisation;
- provide a clear statement to all Board directors, officers and employees forbidding any such abuse;
- provide assurance that any and all suspected abuse will be reported and fully investigated.

## **POLICY**

CVGT has a zero tolerance for child abuse and is committed to promoting and maintaining a culture that does not permit or tolerate child abuse, neglect or exploitation.

CVGT's commitment to establishing and maintaining a child safe and child friendly environment, that promotes and protects the interests and safety of all children and young people, is demonstrated through compliance with the Commonwealth Child Safe Framework and the promotion and implementation of the National Principles for Child Safe Organisations. Refer to Schedule 1.

### **Key Principles**

CVGT's priority is to ensure the safety and wellbeing of children and young people who interact with our services, and have contact with our Board directors, officers and employees, or other persons engaged by CVGT, that undertake child-related work.

All persons who conduct work for CVGT, in a paid or unpaid capacity, are responsible for the care and protection of children involved with our services and reporting information about suspected child abuse.

CVGT Board directors, officers and employees are expected to treat all children with respect and act in accordance with the National Principles for Child Safe Organisations, Employee Code of Conduct and CVGT Values.

CVGT employees engaged in child-related work (that is, a position that has been identified as having contact with a child as a normal part of work activities), regardless of whether the work is paid, unpaid, supervised or unsupervised, are required to obtain and maintain a Working with Child Check (WWCC) in order to be engaged in that position.

This policy has been developed to give effect to the Commonwealth Child Safe Framework, and the National Principles for Child Safe Organisations, and needs to be considered when developing, designing and managing policies and programs to ensure they promote children's rights and include relevant child safety considerations.

## **AUTHORISATION**

A handwritten signature in black ink, appearing to read 'DR Richardson', is positioned above the printed name and title.

David Richardson  
Chair, Board of Directors  
CVGT Australia Limited  
4 November 2020

## RELATED DOCUMENTS

Commonwealth Child Safe Framework (CCSF)  
National Principles for Child Safe Organisations (COAG)  
Child Safety Standards (Vic)  
*Working with Children Act 2005* (Vic)  
*Child Wellbeing and Safety Act 2005* (Vic)  
*Children, Youth and Families Act 2005* (Vic)  
*Children and Young Persons (Care and Protection) Act 1998* (NSW)  
*Children, Young Persons and their Families Act 1997* (Tas)  
*Family Law Act 1975* (Cth)  
*Australian Human Rights Commission Act 1986* (Cth)  
*Working with Children Act 2005* (Vic)  
*Working with Children Amendment Act 2016* (Vic)  
*Child Protection (Working with Children) Act 2012* (NSW)  
*Registration to Work with Vulnerable People Act 2013* (Tas)  
Child Safe Procedure  
Employee Code of Conduct Policy  
Protected Disclosure Policy  
Complaints Handling Policy

## DEFINITIONS

- **Child or young person** means any human under the age of 18 years, in accordance with the United Nations Convention on the Rights of the Child.
- **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 protection** means any responsibility, measure or activity undertaken to safeguard children from harm.
- **Child-related personnel** as defined by the relevant Deed.
- **Child-related work** is any work-related activity (whether the work is paid, unpaid, supervised or unsupervised) which usually involves direct contact (physical, face-to-face, oral, written or electronic contact) with a child. It excludes any infrequent direct contact with children that is incidental to the work.
- **Child safe position** is a position that has been identified as having contact with a child as a normal part of work activities (that is, it is child-related work), and therefore is required to obtain and maintain a WWCC in order to be engaged in that position.
- **Child protection** means an activity or initiative designed to protect children from any form of harm, particularly that arising from child exploitation and abuse.
- **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.
- **Criminal records checks** refer to both a Police check and a Working with Children check.
- **Employee** means staff, volunteers, agents and contractors (including temporary contractors) of CVGT.

- **Mandatory reporting** refers to the legal requirement of certain groups of people to report a reasonable belief of child physical or sexual abuse to child protection authorities.
- **Neglect** means the failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for the physical and emotional development and wellbeing of the child.
- **Physical abuse** is the use of physical force against a child that results in harm for the child’s health, survival, development or dignity. This includes hitting, beating, kicking, shaking, biting, strangling, scalding, burning, poisoning and suffocating.
- **Sexual abuse** means the use of a child for sexual gratification by an older or significantly older child, adolescent or adult. Sexually abusive behaviours can include exposing the child to or involving the child in pornography and child grooming.
- **Working with Children** means being engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. This includes volunteering or other unpaid work.
- **Working with Children Check (WWCC)** is an assessment of whether a person poses an unacceptable risk to children. As part of this process, the applicant’s criminal history, child protection information and other information is checked. A Working with Children Check may also be known under other names, such as a Working with Vulnerable People Check, a Blue Card, Working with Children Clearance, Ochre Card, etc.

## DOCUMENT CONTROL

Version	Latest Review Date	Revision Date	Summary of Changes
1	28 October 2019	October 2021	Approved and adopted by the Board
2	4 November 2020	November 2021	Updated to reflect the Commonwealth Child Safe Framework in accordance with Deed requirements

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## SCHEDULE I

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### **NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS**

The National Principles outline ten elements that are fundamental to making an organisation safe for children and young people:

#### **National Principles for Child Safe Organisations**

- 1 Child safety and wellbeing is embedded in organisational leadership, governance and culture
- 2 Children and young people are informed about their rights, participate in decisions affecting them, and are taken seriously
- 3 Families and communities are informed and involved in promoting child safety and wellbeing
- 4 Equity is upheld and diverse needs respected in policy and practice
- 5 People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
- 6 Processes for complaints and concerns are child focused
- 7 Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
- 8 Physical and online environments promote safety and wellbeing, while minimising the opportunity for children and young people to be harmed
- 9 Implementation of the National Child Safe Principles is regularly reviewed and improved
- 10 Policies and procedures document how the organisation is safe for children and young people