

Child Safe Policy

Policy Particulars

Reference	BCSS	Version	5.1
Drafted by	General Manager Corporate Services	Approved on	26 March 2025
Responsible person	General Manager Corporate Services	Scheduled review date	March 2027, 2 years
Authorising Authority	Board of Directors	Endorsing Authority	Audit & Risk Sub Committee

Purpose

To ensure the safety, protection, and wellbeing of children and young people engaging with CVGT, by upholding the National Principles for Child Safe Organisations adopted by Victoria, New South Wales, and Tasmania and the additional Child Safe Standard of Victoria.

Scope

All employees, Board Directors and contractors engaged by CVGT are required to adhere to this policy.

Definitions

The following terms are used throughout the Policy and are defined under [Definitions](#) section.

Child	Young person	Working with children check
National Principles for Child Safe Organisations	Victorian Child Safe Standards	Child safety

Policy

CVGT is committed to establishing and maintaining child friendly environments that prioritise the interests, wellbeing and safety of children and young people engaging with CVGT through:

- Understanding and prioritising Standards
 - Ensuring all employees and Board Directors are aware of and prioritise the National and State Child Safety Principles and Standards.
- Compliance
 - Adhering to all relevant contractual and legislative requirements related to child safety.
- Child-Friendly Culture
 - Embedding behaviours and practices that reflect a person-centred approach.
- Engagement and Feedback



- Actively engaging with children and young people and valuing their participation and feedback.
- Risk Reduction
 - Reducing the risk of abuse or harm and prioritising child safety.
- Recruitment and Screening
 - Implementing child safe recruitment and screening practices.
- Complaint Handling
 - Embedding child-safe complaint handling procedures.

CVGT will take all reasonable steps to promote and apply the National Principles for Child Safe Organisations (refer to Schedule 1) and the Victorian Child Safe Standards (refer to Schedule 2). Both sets of Standards will be applied consistently across all CVGT locations in Victoria, Tasmania and New South Wales.

Related Documents

The Child Safe Policy should be read in conjunction with the Child Safe Procedure and the following associated documents, which include but are not limited to:

- Employee Code of Conduct (including Unlawful Behaviours Fact Sheet)
- Complaints and Feedback Policy
- Diversity Access and Inclusion Policy
- Complaints and Feedback Procedure
- Privacy Policy

Breach of policy

A breach of this policy is grounds for disciplinary action, up to and including termination of employment.

Definitions

Child	an individual under the age of 18 years.
Young person	an individual aged between 15 to 24
Working With Children Check	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 relevant information is checked.
National Principles for Child Safe Organisations	a national approach to embedding a child safe culture across all sectors of Australian society in which children are involved.
Victorian Child Safe Standards	a set of standards introduced to protect children and young people from abuse. The standards include 11 requirements that organisations must implement to keep children safe.
Child Safety	limiting children's exposure to hazards and reducing children's risk of harm, particularly that arising from child exploitation or abuse.



Version History

This version represents a review and updating of policy and procedure to ensure currency.

Version	Latest review date	Revision Date	Summary of changes
1	28 October 2019	October 2021	Review and update policy and procedure
2	4 November 2020	November 2021	Updated to reflect the Commonwealth Child Safe Framework in accordance with Deed requirements
3	23 February 2022	February 2025	Reviewed and updated to new document template format and updated to reflect new Victorian Child Safe Standards
4	July 2022	July 2025	Document has been updated to new template for policies Schedule 2 has been added to reflect the Victorian Child Safe Standards in comparison to the National Standards
5	March 2025	March 2027	Updated to new policy template. Policy commitment and approach updated. Definitions updated in line with the National Principles and the United Nations definitions.
5.1	October 2025	October 2027	Minor administrative updates related to documents

SCHEDULE 1

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 to reflect child safety and wellbeing values in practice.
6	Processes to respond to 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	Implementing 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.

SCHEDULE 2

VICTORIAN CHILD SAFE STANDARDS

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

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