

WIZO VICTORIA

CHILD SAFETY POLICY

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INTRODUCTION-WIZO VISION AND MISSION

WIZO, the Women's International Zionist Organization is a non-party international movement dedicated to the advancement of the status of women, welfare of all sectors of Israeli society and the encouragement of Jewish education in Israel and the Diaspora.

WIZO is recognized by the United Nations as a non-government organization, with consultative status on ECOSOC and UNICEF. WIZO enriches the lives of children and youngsters in day care centres and schools, provides a framework for youth in its network of youth clubs, youth villages and one on one assistance for teenage girls in distress and victims of domestic violence who obtain psychological counselling, rehabilitative care and legal assistance. WIZO also operates services and a guidance system for the advancement and empowerment of women.

The goal of WIZO is to respond to the challenges that arise in Israeli society-through every stage of life, by providing for the welfare of infants, children, the elderly and families as a whole.

WIZO offers children and youth the opportunity to contribute to the mission and goals of WIZO through a range of programs.(**including WIZO Kids and WIZO Teens.**)

PURPOSE AND SCOPE OF THE POLICY

The purpose of this policy is to demonstrate the strong commitment of WIZO to the safety and wellbeing of all children and youth. It provides an outline of the policies, procedures and strategies developed to keep them safe from harm, including all forms of abuse in our environment including online and all locations where we organise activities or have children present.

This policy takes all relevant legislative requirements within the states, including the specific requirements of the Child Safe Standards as set in the **Child and Wellbeing Act 2005 (Victoria)** and all other relevant legislation as outlined in the policy into account.

This policy applies to and must be implemented by all staff, volunteers and contractors.

PRINCIPLES

WIZO has a moral, legal and mission-driven responsibility that aims to create a safe environment where children and young people are respected and their voices are heard so that they feel safe.

The following principles underpin our commitment to child safety:

- all children and young people deserve, as a fundamental right, safety and protection from all forms of abuse and neglect
- our organisation works in partnership with families and the community to ensure they are engaged in decision-making processes, particularly those that have an impact on child safety and protection
- all adults in our organisation, including staff, volunteers and contractors, have a responsibility to care for children and young people, to positively promote their wellbeing and to protect them from any kind of harm or abuse. Anyone or anything hindering that safety needs to be removed or dealt with in accordance with the code of conduct and relevant legislation
- the policies, guidelines and codes of conduct for the care, wellbeing and protection of children are based on honest, respectful and trusting relationships between adults and children and young people

These principles will be implemented by:

- policies and practices that demonstrate compliance with legislative requirements and cooperation with governments, the police and human services agencies and are informed by best practice
- all people involved in situations where harm is suspected or disclosed being treated with sensitivity, dignity and respect
- staff, volunteers, contractors, parents and children should feel free to raise concerns about child safety, knowing these will be taken seriously
- appropriate confidentiality being maintained, with information being provided to those who have a right or a need to be informed, either legally or ethically
- appropriate records will be kept, in accordance with the law and best practice

DEFINITIONS USED IN THIS POLICY

Child: A child or a young person under the age of 18 years old

Child abuse includes:

- a. any act committed against a child involving:
 - i. a sexual offence
 - ii. an offence under section 49B(2) of the **Crimes Act 1958** (grooming)
- b. the infliction, on a child, of:
 - i. physical violence
 - ii. serious emotional or psychological harm
 - iii. family violence
- c. serious neglect of a child
- d. cultural abuse- including discrimination, harassment or exclusion

Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

Child neglect: The failure by a parent or caregiver to provide for a child.

Child physical abuse: Generally, child physical abuse refers to the non-accidental use of physical force against a child resulting in harm to the child. Physically abusive behaviour includes pushing, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning.

Child protection: Statutory services designed to protect children who are at risk of serious harm.

Child sexual abuse: Any sexual activity between a child under the age of consent (16) and an adult or older person is child sexual abuse.

Child sexual abuse can also be:

- any sexual behaviour between a child and an adult in a position of power or authority over the age of consent

- any sexual behaviour between a child and an adult family member, regardless of issues of consent, equality or coercion
- sexual activity between peers that is non-consensual or involves the use of power or coercion
- non-consensual sexual activity between minors (e.g. a 14 year old and an 11 year old), or any sexual behaviour between a child and another child or adolescent who, due to their age or stage of development, is in a position of power, trust or responsibility over the victim.

Mandatory Reporting: The legal requirement to report suspected cases of child abuse and neglect is known as mandatory reporting. Mandated persons include teachers, nurses, police and medical practitioners under the *Child Youth and Families Act 2005 (Victoria)*. Additionally, all adults are mandated to report allegations of grooming or sexual abuse to police under the Crimes Act 1958. WIZO expects that regardless of mandated legal requirement that any adult who is concerned about suspected cases of child abuse to report their concerns.

Reasonable Belief: When staff or volunteers are concerned about the safety and wellbeing of a child or young person. This process of considering all relevant information and observations is known as forming a 'reasonable belief'. A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof but is more than mere rumor or speculation. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

Environment means any physical or virtual place made available or authorised by WIZO for use by a child including but not limited to:

- WIZO offices
- online environments/technology (including phone, email and social media)
- other locations used for activities organised by WIZO where children and young people are present

Staff means an individual working at WIZO who is:

directly engaged or employed or a contracted provider

Volunteer means an unpaid individual at WIZO:

a volunteer assists staff with a range of roles including children's activities

POLICY COMMITMENT

All children and young people have the right to feel safe and be safe. The wellbeing of children will always be our foremost priority. We aim to create a child-safe and child-friendly environment where children are free to enjoy their experience without any concern for their safety. There is particular attention paid to the most vulnerable children including children with a disability.

WIZO'S COMMITMENT TO CHILDREN AND YOUNG PEOPLE

- We commit to the safety and wellbeing of all children and young people.
- We commit to providing children and young people with positive experiences.
- We commit to listening to children and young people and empowering them by taking their views seriously and addressing any concerns that they raise with us.
- We commit to taking action to ensure that children and young people are protected from abuse.

- We commit to seeking input and feedback from children regarding the creation of a safe environment.

WIZO'S COMMITMENT TO PARENTS AND CARERS

- We commit to communicating honestly and openly with parents and carers about the wellbeing and safety of their children.
- We commit to engaging with, and listening to, the views of parents and carers about our child- safety practice, policies and procedures.
- We commit to transparency in our decision-making with parents and carers where it will not compromise the safety of children or young people.
- We commit to acknowledging the cultural diversity of students and families and being sensitive to how this may impact on safety issues.
- We commit to continuously reviewing and improving our systems to protect children from abuse.

WIZO'S COMMITMENT TO OUR STAFF, VOLUNTEERS AND CONTRACTORS

- We commit to providing all staff, volunteers and contractors with support to enable them to fulfil their roles.
- We commit to providing regular opportunities to clarify and confirm policy and procedures in relation to child safety and young people's protection and wellbeing. This will include training in the principles and intent of the Child Safety Policy and Child Safety Code of Conduct, and responsibilities to report concerns.
- We commit to listening to all concerns voiced by staff, volunteers, and contractors about keeping children and young people safe from harm.
- We commit to providing opportunities for staff and volunteers to receive formal support arising from concerns or disclosures of the abuse of a child or young person.

RESPONSIBILITIES AND ORGANISATIONAL ARRANGEMENTS

Everyone employed or volunteering at WIZO has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of children is at the forefront of all they do and every decision they make. It is also the responsibility of parents and carers to understand the importance of the role they play to ensuring the wellbeing and safety of children.

GUIDE TO LEADERSHIP RESPONSIBILITIES

The President recognises their particular responsibility to ensure the development of preventative and proactive strategies that promote a culture of openness, awareness of and shared responsibility for child safety.

Responsibilities include:

- creating an environment for children and young people to be safe and to feel safe
- upholding high principles and standards for all staff, volunteers and contractors

- promoting behaviour between adults and children and young people based on mutual respect and consideration
- ensuring thorough and rigorous practices are applied in the recruitment, screening and training of staff and volunteers
- ensuring that staff and volunteers have appropriate training to develop their knowledge of, openness to and ability to address child safety matters
- providing regular opportunities to clarify and confirm legislative obligations, policy and procedures in relation to child and young people's protection and wellbeing
- ensuring WIZO Victoria meets the specific requirements of the Victorian Child Safe Standards

GUIDE TO RESPONSIBILITIES OF STAFF AND VOLUNTEERS

Responsibilities of staff and volunteers include:

- treating children and young people with dignity and respect, providing a duty of care, and protecting children and young people involved with the organisation
- following the legislative and internal WIZO Victoria policies and processes in the course of their roles, if they form a reasonable belief that a child or young person has been or is being abused or neglected
- providing a physically and psychologically safe environment where the wellbeing of children and young people is prioritised
- undertaking regular training (every two years) in order to understand their individual responsibilities in relation to child safety and the wellbeing of children and young people
- following the WIZO Child Safety Code of Conduct.

At WIZO the Child Safety Lead will jointly be the Federal Executive and President of WIZO Australia. The President of each State can represent the President of WIZO Australia and have the responsibility to keep the President informed. All allegations or information will be directed to the President as outlined in the Child Safety-Reporting Policy document. (*Appendix 1*)

EXPECTATIONS OF OUR STAFF AND VOLUNTEERS- CHILD SAFETY CODE OF CONDUCT

At WIZO, staff and volunteers act proactively to ensure the safety of children and teens and to take appropriate action if there are concerns about their safety. All staff and volunteers must remain familiar with the relevant laws, the Code of Conduct, and policies and procedures in relation to child protection and to comply with all requirements. They must have read and signed the Child Safety Code of Conduct (*Appendix 2*), which recognises the critical role that adults play in protecting children and establishes clear expectations of staff and volunteers for appropriate behaviour with children in order to safeguard them against abuse and or neglect.

The Code of Conduct also protects staff and volunteers through clarification of acceptable and unacceptable behaviour.

CHILD PARTICIPATION AND EMPOWERMENT

At WIZO Victoria we actively encourage all children and young people to openly express their views and feel comfortable about giving feedback about the things that are important to them.

We inform children and their parents about what they can do if they feel unsafe and enable them to understand, identify, discuss and report on child safety. We listen to and act on any concerns children, or their parents or carers, raise with us. We will seek feedback from children and young people about their experience with WIZO Victoria.

REPORTING AND RESPONDING

WIZO Victoria records any child safety complaints, disclosures or breaches of the Child Safety Code of Conduct and stores the records in accordance with security and privacy requirements. WIZO Victoria complies with legal obligations that relate to managing the risk of child abuse under the *Crimes Act 1958* (Vic.) which came from recommendations of the [Betrayal of Trust](#) report.

Mandatory child protection reporting obligations from the Child Youth and Families Act 2005 is different legislation to the above, with differing reporting requirements.

WIZO Victoria will alert the relevant authorities to any concerns regarding child abuse.

WIZO (Victoria) Child Protection – Reporting Policy (*Appendix 1*), sets out the actions required under the relevant legislation when there is a reasonable belief that a child is in need of protection or a criminal offence has been committed, and provides guidance and procedures on how to make a report.

The policy assists staff and volunteers to:

- identify the indicators of a child or young person who may be in need of protection
- understand how a ‘reasonable belief’ is formed
- make a report of a child or young person who may be in need of protection
- comply with obligations under child protection law and their legal obligations relating to criminal child abuse and grooming under criminal law.

WIZO Victoria has established internal processes to ensure that appropriate action is taken to respond to concerns about the wellbeing and/or safety of a child or young person.

The following procedure will be followed by WIZO Victoria:

- staff and volunteers will report concerns to the President/s or proxy
- the Proxy will record the concern using the Child Safety Concern Report Form (Appendix 2) and informs the President
- the President, together with the Office Bearers will report the incident to the relevant authorities and liaise with all parties and provide support

Telephone Numbers:

Moorabbin Sexual Offence and Child Abuse Team (SOCIT): 9556 6125 or 9556 6565

DHHS-1300 655795 or After Hours: 131278

HUMAN RESOURCES-SCREENING, SELECTING, SUPERVISING AND TRAINING

WIZO Victoria will apply thorough and rigorous screening processes in the recruitment of staff and volunteers involved in child related activities. Our commitment to child safety is reinforced through ensuring staff, contractors and volunteer are provided with copies of the Child Safety Code of Conduct and the Child Safety Policy.

When recruiting and selecting staff, contractors and volunteers involved in child related activities, we make all reasonable efforts to:

- undertake a comprehensive reference and background check at the time of recruitment, as are reasonable in the employment context
- ensure that all staff and volunteers hold current Working With Children's Checks (WWCC) and monitor the expiry or any changes to WWCC
- obtain proof of personal identity and any professional or other qualifications
- obtain references that address the applicant's suitability for the job and working with children.

WIZO Victoria will monitor and assess the continuing suitability of staff and volunteers to work with children, including that their interaction with children is aligned with WIZO's Code of Conduct and commitment to Child Safety.

- Every effort will be made to determine the applicant's history of working with children and ongoing suitability.
- WIZO Victoria maintains HR systems to monitor that WWCC's held by staff and volunteers are current.

CHILD SAFETY TRAINING

WIZO provides staff, volunteers and parents with appropriate opportunities to develop their knowledge of, openness to and ability to address child safety matters. This includes induction, ongoing training to ensure that everyone understands their moral and legal obligations and responsibilities, and the procedures for reporting concerns or reasonable belief of child abuse and neglect. Staff and Volunteers must have completed child safety training prior to supervising children and teens and should complete a training course every two years thereafter.

Staff and volunteers will sign the Child Safety Code of Conduct document that they have received training in the details of the policy.

RISK MANAGEMENT

At WIZO Victoria we are committed to proactively and systematically identifying and assessing risks to child safety across all forms of contact with children and young people and reducing or eliminating (where possible) all potential sources of harm. We document, implement, monitor and periodically review our risk management strategies for child safety and ensure that the strategies change as needed and as new risks arise. WIZO has nominated the person responsible for the process to be the President or nominated proxy. The WIZO Child Safety-Reporting Document outlines the way in which WIZO will respond to any concerns or allegation of sexual misconduct or abuse.

RELEVANT LEGISLATION

- *Children, Youth and Families Act 2005* (Vic.)
- *Working with Children Act 2005* (Vic.)
- *Equal Opportunity Act 2010* (Vic.)
- *Privacy Act 1988* (Cth)
- *Reportable Conduct*
- *Crimes Act 1958* (Vic.) – Three new criminal offences have been introduced under this Act:

Failure to disclose offence: Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 has an obligation to report that information to police. Failure to disclose the information to police is a criminal offence.

Failure to protect offence: The offence will apply where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of a relevant organisation will become a victim of a sexual offence committed by an adult associated with that organisation. A person in a position of authority in the organisation will commit the offence if they know of the risk of abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

Grooming offence: This offence targets predatory conduct designed to facilitate later sexual activity with a child. Grooming can be conducted in person or online, for example via interaction through social media, web forums and emails.

FAILURE TO FOLLOW THE POLICY

Where there are concerns that staff, volunteers or contractors have breached any obligation, duty or responsibility within this Policy, including the code of conduct, WIZO Victoria will investigate and respond, including instigating disciplinary processes for managing concerns if the matter reaches the threshold of misconduct. Where any **other members of the WIZO community** are suspected of breaching any obligation, duty or responsibility within this policy, WIZO will take appropriate action in reporting to the relevant authorities and determining a course of action internally also.

REVIEW OF THIS CHILD SAFETY POLICY

At WIZO we are committed to continuous improvement of our child safety systems and practices. We intend this policy to be a dynamic document that will be regularly reviewed to ensure it is working in practice and updated to accommodate changes in legislation or best practice standards.

This policy will be reviewed every three years to ensure all information is up to date and informed by best practice.

Appendix 1: Child Safety-Reporting Policy

INTRODUCTION AND SCOPE

At WIZO Victoria we hold the safety and wellbeing of all children and young people as a central and fundamental responsibility of our organisation. This document provides an outline of the procedures and strategies developed when a concern or allegation of child abuse occurs.

This policy takes into account relevant legislative requirements within the State of Victoria, including the specific requirements of the Victorian Child Safe Standards, the Working with Children Act (2005), and The Crimes Act (1958).

This policy applies to staff, volunteers and contractors.

RATIONALE

This policy outlines the broad considerations applicable when a concern is expressed or there is an allegation of misconduct or abuse. It sets out in broad terms the procedures it uses in responding to concerns and allegations of misconduct or abuse.

UNDERLYING PRINCIPLES

Any current or past child or young person who has had contact with WIZO Victoria has the right to make a complaint about any aspect of their contact with WIZO Victoria.

Complainants who raise allegations of a criminal act will be advised of their right to make a formal complaint to the Police.

All complaints will be taken seriously and will be addressed and responded to as soon as possible. When WIZO believes that a complaint should be upheld, the response will include some form of outcome.

Outcomes approved by the President may also include, but will not be limited to:

- acknowledgement of any failures in duty of care.
- an apology in a format and manner suitable to the complainant/family.
- assistance with access to support services.
- changes to organisational practice and process to prevent the reoccurrence of any similar acts of abuse.
- other as determined appropriate

The process that will inform the investigation and outcome will:

- be based on principles of procedural fairness for all
- WIZO Victoria processes will be guided by the relevant authorities so that none of their actions impede any potential criminal investigations or proceedings

- treat complainants respectfully and supportively
- be as open and transparent as possible, whilst respecting rights to privacy and confidentiality
- take a humane approach
- reflect a commitment to address past grievances and provide a pathway towards positive resolution
- endeavour to ensure staff and volunteers maintain confidentiality and appropriate record-keeping
- respect the rights of the alleged perpetrator with regard to uninvestigated allegations while ensuring physical and psychological safety for all parties
- where a crime appears to have been committed, the complainant will be supported to report it to the Police
- WIZO Victoria will always act in a way consistent with its legal and ethical obligations. The authorities will always be advised. To this extent, WIZO Victoria may not be able to provide an undertaking as to confidentiality to either the complainant or the alleged perpetrator

RESPONSIBILITIES

The President is responsible for determining the most appropriate response to the complaint. The President is ultimately accountable for ensuring that complaints are handled in accordance with this Policy and its Procedures.

RECEIVING COMPLAINTS

WIZO Victoria will investigate all complaints in relation to the abuse that has been alleged to have occurred during contact with WIZO Victoria:

- a complaint is communication about a concern or disclosure of abuse, either verbally or in writing by a complainant or family/other. A complaint may be related to a specific incident or experience of conduct that has resulted in a negative impact
- a complaint may be made by a child or young person or someone on their behalf. WIZO Victoria is committed to ensuring that children are comfortable and feel safe to complain and know who they can speak to
- when received initially by the complainant, the complaint should be immediately referred to the President via nominated proxy. In the event that is not possible or appropriate, the complaint should be referred directly to the President
- the President (or nominated proxy) will offer the support by providing the contact details of supports and professionals. The President will determine if further reporting must occur in accordance with their legal and ethical responsibilities
- should the complainant decide that they do not wish to proceed with the complaint, the President will offer appropriate contacts and support professionals or organisations for ongoing assistance
- WIZO Victoria may seek to proceed with an investigation after a complaint has been withdrawn where it deems it appropriate to do so, especially when it holds concerns regarding the conduct of a staff, volunteer or contractor

INVESTIGATIONS

When WIZO Victoria is made aware of allegations/concerns, then it will record the specific details in writing in as much detail as can be gathered. The authorities will be contacted and guidance about the organisational response gathered. If and when an organisational investigation has been approved to begin by the authorities, WIZO Victoria will:

Engage in a process sympathetic to the complainant and appropriate to the circumstances.

The President (or proxy) will plan to undertake an investigation and record all relevant dates, details, names and locations. Proper process and natural justice principles will inform the investigatory framework. The President may choose to use an outside agency to conduct the investigation at this point to ensure a balanced and professional investigation process.

All evidence will be given to the President who will discuss the outcome of the investigation with the office bearers and decide on further action, as appropriate. Actions during the investigation may include but not be limited to standing the staff or volunteer aside and referring them to support professionals and/or relevant authorities.

All decisions will be explained and relayed personally to the complainant at the end of the investigative process. Information provided to the complainant will need to take Privacy legislative requirements into consideration in relation to the alleged perpetrator.

If disciplinary action of a staff member is required that will occur in the context of appropriate human resource practices as outlined by the Fairwork Ombudsman. All decisions will be explained to the staff member or volunteer who is the alleged perpetrator.

Should the concern be a matter of a breach of the Code of Conduct for either a staff member or volunteer, the President will make a decision as to the appropriate outcome which could include but not be limited to, training, increased supervision, change of role or duties or counselling to ensure the Code of Conduct and child safety policies are understood and adhered to.

All records of concerns and complaints will be kept in a locked confidential space.

Child Safety Concern Report Form

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

If you believe a child is at immediate risk of abuse phone 000.

PLEASE CATEGORISE THE INCIDENT

Physical violence

Sexual abuse

Serious emotional abuse or neglect

Concern

DESCRIPTION PROVIDED BY OR TO REPORTER

When did it take place?	
Who was involved?	
What did you see?	

Other information	

PARENT/CARER/CHILD USE

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

HAS THE INCIDENT BEEN REPORTED?

WIZO President	
Police	
Child Protection	

DOES THE REPORTER WISH TO REMAIN ANONYMOUS IF THAT IS POSSIBLE?

(Mark with an 'X' as applicable)

Yes No

RESPONDING TO DISCLOSURE BY A CHILD

- Show your care and concern for the child and ensure they are safe.
- Listen carefully to what they are saying; let them use their own words.
- Don't interview them or elicit further information.
- Tell them they did the right thing by telling you.
- Tell them it is not their fault and that they are not responsible for the abuse.
- Let the child know what will happen next.
- Tell the child you are pleased they told you.
- Ensure the child is safe.

Appendix 2: Child Safety Code of Conduct

At WIZO Victoria we hold the safety and wellbeing of children and young people as a central and fundamental responsibility of our organisation.

RATIONALE

This Code of Conduct has a specific focus on keeping children and young people safe children while involved with WIZO Victoria against abuse and inappropriate behaviour.

All staff, volunteers, families, children and contactors are expected to actively contribute to a culture that respects the rights of children to be and feel safe. They are required to observe child safe principles and expectations for appropriate behaviour towards and when relating to children and young people, as noted below. The list of acceptable and unacceptable behaviours is by no means exhaustive but should be considered as a core set of expectations to be followed.

IMPLEMENTATION-ACCEPTABLE BEHAVIOURS

All staff and volunteers are responsible for supporting the safety of children by:

- adhering to the Child Safe Policy and upholding the statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse to WIZO Victoria's leadership
- understanding and complying with all reporting obligations as they relate to reporting under the Crimes Act 1958
- reporting any child safety concerns to the WIZO Victoria leadership
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe

ROLES AND RESPONSIBILITIES-UNACCEPTABLE BEHAVIOURS

All staff, volunteers and contractors must not:

- ignore or disregard any suspected or disclosed child abuse or concerns
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (ie tickling, sitting on your lap)
- initiate unnecessary physical contact which children or do things of a personal nature that a child can do for themselves, such as toileting
- engage in open discussions of a mature or adult nature in the presence of children
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have any online contact with a child (including by social media, email, instant messaging etc) or their family without a valid reason or context
- use any personal communication channels/device such as a phone or personal email account to communicate with children or young people without a valid reason or context
- exchange personal contact details such as phone number, social networking sites or email addresses without a valid reason or context
- photograph or video a child without the consent of the parent or guardian
- transport a child by themselves where possible
- be out of line of sight of another adult in the presence of a child where possible
- supervise or work with children whilst under the influence of alcohol or illegal drugs

STAFF AND VOLUNTEER COMMITMENT

I, _____, confirm that I have:

1. Been made aware that WIZO VICTORIA is committed to child safety
2. Been made aware of my responsibilities and obligations in relation to child safety
3. Read and understood the Child Safety Policy and Child Safety Code of Conduct and commit to its implementation

Signed: _____ Date: _____

REFERENCES

State of Victoria 2016, [Child Safe Standards](#)

Victorian Government Department of Justice 2016, [Betrayal of Trust Implementation](#).

Principles for Child Safety in Organisations Australian Children's Commissioners and Guardians

A Guide to Creating a Child-safe Organisation (July 2006) Child Safety Commissioner of Victoria

Schedule 1 – Guidelines for Building the Capacity of Child Safe Organisations (2005)

National Framework for Creating Child Safe Environments for Children: Organisations, Employees and Volunteers