

Child Safe Policy

1. Policy Statement

Spectrum Space is committed to providing a safe and nurturing environment where the emotional and physical needs of participants are met, and where child safety is embedded and central to all aspects of practice.

Spectrum Space commits to the National Principles for Child Safe Organisations as follows:

- 1.1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- 1.2. Children are informed about their rights, participate in decisions affecting them and are taken seriously.
- 1.3. Families and communities are informed and involved in promoting child safety and wellbeing.
- 1.4. Equity is upheld and diverse needs respected in policy and practice.
- 1.5. People working with children are suitable and supported to reflect child safety and wellbeing values in practice.
- 1.6. Processes to respond to complaints and concerns are child focused.
- 1.7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training.
- 1.8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children to be harmed.
- 1.9. Implementation of the national child safe principles is regularly reviewed and improved.
- 1.10. Policies and procedures document how the organisation is safe for children.

2. Scope

This Policy applies to all business operations and functions which involve, result in or relate to contact with children, including those that are undertaken off site.

3. Definitions

- 3.1. **Child:** Any person under the age of 18.
- 3.2. **Child abuse:** All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development, or dignity in the context of a relationship of responsibility, trust or power.
- 3.3. **Mandatory reporting:** The legal requirement of certain groups of people to report a reasonable belief of child abuse to child protection authorities.
- 3.4. **Cultural safety:** Recognition, protection and continued advancement of the inherent rights, cultures and traditions of a particular culture.
- 3.5. **Contractor:** A person or company that performs work on a contract basis.

4. Aims and Objectives

Spectrum Space aims to:

- 4.1. Provide clear expectations of how to keep participants safe, including how to identify when a child is not safe, and the appropriate course of action;
- 4.2. Report any suspected or confirmed cases of abuse in a timely, thorough and sensitive manner;
- 4.3. Provide a safe and supportive environment where participants are empowered and their welfare is promoted;
- 4.4. Ensure children with a disability are safe and can participate equitably in Spectrum Space services and activities;
- 4.5. Provide a culturally safe and inclusive environment for participants who identify as Aboriginal, Torres Strait Islander or with culturally and/or linguistically diverse backgrounds; and
- 4.6. Establish processes to respond to complaints and/or concerns for children accessing our service that are appropriate and child focused.



5. Responsibilities

- 5.1. The **Board** and the **CEO** are responsible for establishing and maintaining a commitment to child safety and its promotion.
- 5.2. The **HR Co-ordinator** is responsible for:
 - 5.2.1. ensuring all staff and volunteers meet the competency, recruitment, pre-engagement and screening requirements, including the Working with Children Check, Police Clearances and reference checks, prior to commencing work with Spectrum Space; and
 - 5.2.2. tracking child safety related training of all staff and volunteers working with children.
- 5.3. The **Operations Manager** is responsible for ensuring:
 - 5.3.1. all staff and volunteers are trained annually in child safety related skills and knowledge;
 - 5.3.2. Spectrum Space child safety processes are regularly reviewed;
 - 5.3.3. written procedures are in place detailing the process for managing concerns raised, reporting requirements, code of conduct and disciplinary action for breaches of procedure;
 - 5.3.4. prescribed supervision/participant ratios, as specified in the Operations Manual, are maintained; and
 - 5.3.5. suspected and confirmed cases of abuse are reported to the authorities in line with mandatory reporting requirements as defined in the *Children and Community Services Act 2004*.
- 5.4. **Staff, volunteers, and contractors** who are working with children are responsible for ensuring they:
 - 5.4.1. complete required child safe training prior to conducting unsupervised work with children;
 - 5.4.2. are familiar with the nature of child abuse and its impacts;
 - 5.4.3. hold a current Working with Children Check;
 - 5.4.4. understand this Child Safe Policy and know how to identify children at risk of abuse or neglect;
 - 5.4.5. promote the safety and wellbeing of children, both in the physical and online environment, minimising any opportunity for harm where possible;
 - 5.4.6. ensure children accessing Spectrum Space services are informed about their rights and given every opportunity to participate in decisions affecting them;
 - 5.4.7. where necessary, take action on behalf of participants to respond to and report suspected abuse or neglect and take all such disclosures seriously;
 - 5.4.8. engage and involve participants, their families and communities in the promotion of safety and well-being in a culturally sensitive way;
 - 5.4.9. provide and maintain a safe and equitable environment;
 - 5.4.10. take all reasonable steps to ensure they are not put in a position in which they are left alone with a child, except in a case of an emergency;
 - 5.4.11. report suspected and confirmed cases of abuse to the authorities in line with mandatory reporting requirements as defined in the *Children and Community Services Act 2004*;
 - 5.4.12. empower participants to contribute to building a safe and friendly environment; and
 - 5.4.13. ensure the policies and procedures relating to the prevention, management and reporting relating to child safety are adhered to.

6. Reference documents

State legislation

Children and Community Service Act 2004

Guardianship and Administration Act 1990



Commonwealth legislation:*Disability Discrimination Act 1992**National Disability Insurance Scheme Act 2013**National Disability Insurance Scheme (Restrictive Practice and Behaviour Support) Rules 2018**The United Nations Convention on the Rights of the Child 1990**National Principles for Child Safe Organisations: Guidelines***7. Related documents**

SS POL P013 Inclusiveness and Diversity Policy

SS POL P023 Code of Conduct

SS OPS P005 Operations Manual

SS POL P034 Restrictive Practice Policy

SS OPS P027 Restrictive Practice Procedure

SS HSE P006 Incident Accident and Illness Management Policy

SS HSE P008 Incident Accident and Illness Management Procedure

8. Revision Status Record

Date	Rev	Description of Status or Revision	Prepared by	Approved by
02 Jun 2017	001	Initial Issue	Louise Sheehy	
02 Nov 2020	002	Review and transfer to new template	Tom Paziewski	
24 Jul 2023	003	Review – incorporate Child Safe Principles	Amy Duggan	
14 Feb 2024	004	Content review	Helene Hansen Steve Morris Judi Block	Board
Approval of Current Revision				
Name	Position	Signature	Date	
			Click for date.	

