

NAME OF DOCUMENT	Child Safe Policy and Reporting Procedure (includes Statement of Commitment, Child Safe Code of Conduct)
FRAMEWORK	HR Policy and Procedure
DEPARTMENT	HR
DATE OF ISSUE	01/03/2022
APPROVER	CEO
VERSION NUMBER	1
DATE OF NEXT REVIEW	This policy will be monitored and reviewed on a frequent basis and by 1/03/2024

PURPOSE

This policy demonstrates the Trust's commitment to child safety and protecting children from abuse. This policy will guide our staff and volunteers on how to behave with children at Kardinia Park Stadium Trust. This policy sets out the Trust's legal and moral obligations to contact authorities when the Trust receives any information or is made aware of any evidence of child abuse or the unlawful interference of a child.

SCOPE

This policy applies to all staff, Trustees, contractors, volunteers, children, and individuals involved in our organisation.

OUR COMMITMENT TO CHILD SAFETY

All children who come to Kardinia Park Stadium have a right to feel and be safe and we have a zero-tolerance approach to child abuse. We aim to create a child friendly environment where children feel safe. Kardinia Park Stadium Trust is committed to the principles of cultural safety and inclusion of children from diverse backgrounds and to the safety and inclusion of children with disability, and we recognise that these principles support the safety of all children. The Trust values the voices of children and will act on concerns raised by children or their families in regard to their safety.

- Kardinia Park Stadium Trust is committed to child safety.
- We want children employed or volunteering at the Trust to be safe, happy and empowered.
- We support and respect all children, as well as our staff and volunteers.
- We are committed to the safety, participation and empowerment of all children.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

- The Trust is committed to preventing child abuse through a proactive approach to identifying and mitigating risks associated with Child abuse.
- The Trust has robust human resources and recruitment practices to reduce the risk of child abuse by new employees. Measures include, and are not limited to, undertaking the relevant screening checks (specific to the role), which may include identity, criminal record, Working with Children Checks and qualification checks.
- The Trust is committed to mandatory Child Safe education as part of all induction processes supported by regular training refresh courses.
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- We have specific policies and procedures in place, referenced in this document, that support our employees to achieve these commitments.

CHILD SAFE POLICY

OUR CHILDREN

This policy is intended to protect and empower children, who are vital and active participants at the Trust. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

This policy is intended to reduce risks of harm to children as a result of attending an activity or event at the Kardinia Park Stadium.

We promote diversity and acceptance at the Trust, and people from all walks of life and cultural backgrounds are welcome. In particular, where children are employed, and/or are in our care when participating or accessing facilities, services and events for which the Trust is responsible, we:

- support the cultural safety, participation and empowerment of Aboriginal children and their families
- support the cultural safety, participation and empowerment of children from culturally and/ or linguistically diverse backgrounds and their families
- welcome children living with disability and their families and act to promote their participation
- seek to recruit appropriate staff from culturally and/or linguistically diverse backgrounds
- welcome same-sex attracted, intersex and gender diverse children and families
- have a physical environment that actively celebrates diverse cultures and recognises cultural difference
- commit to ensuring our facilities promote inclusion of all children

OUR STAFF AND VOLUNTEERS



Kardinia Park Stadium Trust is committed to ensuring that all leaders, staff and volunteers receive training to ensure they understand their responsibilities in relation to child safety. The Trust assists its leaders, staff and volunteers to incorporate child safety considerations into decision-making and to promote a culturally safe environment where children are empowered to speak up about issues that affect them.

Mandatory training requirements for Trust leaders, staff and volunteers are to be as follows:

- Induction: Child Safe Code of Conduct and Child Safe Policy
- Identifying indicators of child abuse
- How to respond to disclosures of child abuse
- Complaint, Child Safe Code of Conduct breach and Child Safe Reporting Procedure

As these training courses are essential to support the Trust's zero tolerance of child abuse, leaders, staff and volunteers shall be required to undertake all of these components as part of their compliance training: a requirement of employment with the Trust. Other training provided to Trust leaders, staff and volunteers shall include (but is not limited to):

- risk management practices in relation to child safety
- creating cultural safety for Aboriginal and culturally and/or linguistically diverse children
- internal investigations following child abuse concerns and allegations.

CHILD SAFETY PERSONS

The Trust will, via an internal expression of interest process, nominate and train a reasonable number of Child Safety Persons who will have the specific responsibility of responding to any complaints made by staff, volunteers, parents or children. Where possible, the Trust will encourage representation across departments. Upon appointment, Child Safety Persons will sign a confidentiality agreement.

If a person does not feel comfortable making a report to any of the nominated Child Safety Persons, they may report their concern to the CEO or the Chair of the Trust, as per the reporting process.

Child Safety Persons and reporting processes during event management mode can be found in the Event Management Framework and event-specific management documentation.

The Trust Child Safe Reporting Procedure is available on the Trust's online OHS noticeboard.

RECRUITMENT

Kardinia Park Stadium Trust applies industry standards in the recruitment and screening of staff and volunteers. Recruitment procedures shall comply with the Trust's Recruitment Policy and Procedure, the Trust via its recruitment practices should ensure that child safety requirements are addressed in the recruitment process through strategies including:



Role Suitability and Assessment

- Assess the level of contact and responsibility the role will have in regard to children.
- National Police Checks and Working with Children Checks are required where roles have contact or responsibility for children and for roles that have influence or authority over children, such as leadership positions.
- Assess the qualifications and prerequisites required to ensure the staff are appropriately skilled for the role.
- Assess the training, guidance and supervision required for the position and the current resources available to meet these requirements.

Advertising

- All Trust Positions that are advertised through a recruitment process must outline the Trust's commitment to Child Safety as being a prerequisite of employment. Positions Descriptions will outline the responsibilities with regard to working with or supervising children.
- Prerequisite criteria will be listed for positions, for example: National Police Check, Working with Children Check, training and qualifications.
- Advertised positions will state that referee checks will be performed for shortlisted candidates.

Selection

- Where a position includes responsibility for children or is a position of leadership, interview questions should address experience and previous engagement with children and will gauge the applicant's attitudes and values toward children.
- At commencement of their role, successful applicants must sign the Trust's Child Safe Code of Conduct and attend an induction session on the Trust's Child Safe Policy and Reporting Procedure.

LEGISLATIVE RESPONSIBILITIES

The Trust takes its legal responsibilities seriously, including, where applicable:

- **Failure to disclose:** All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to Victoria Police.
- **Mandatory reporting:** Any board members, staff or volunteers who are mandatory reporters defined by law must comply with their duties.
- **Failure to protect:** People of authority in our organisation, such as the CEO of the organisation, will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.
- **Reportable conduct:** The head of our organisation must be made aware of any allegations of physical and sexual abuse, sexual misconduct, significant emotional or psychological harm or significant neglect by an employee or volunteer towards a child. Unless the complaint involves the head of the organisation or there is a serious



conflict of interest that jeopardises the confidentiality and the ability for an impartial investigation and/or judicial process to be conducted.

- ▶ **Duty of care:** If a child is abused by an individual associated with the Trust (i.e., an employee of the Trust) the Trust may be presumed to have breached its duty of care unless it can prove that it took 'reasonable precautions' to prevent the conduct alleged.

RECORD KEEPING AND INCIDENT MONITORING

The Trust is committed to best practice record keeping.

Reports of child abuse will be recorded within a nominated incident reporting system.

The Trust, in maintaining records on reports of child abuse, will maintain confidentiality and privacy for children and families in accordance with legislation.

Reports of child abuse and complaints about child safety will be monitored by the nominated Child Safe Persons to ensure that they are appropriately managed.

Risks to child safety that are identified in complaints and reports of abuse will be reviewed via debrief once a complaint is adequately handed over to the correct authorities as per the Trust Child Safe Reporting Procedure. Results of the debrief will be incorporated into future relevant risk management plans.

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, or children, unless there is a risk to someone's safety. Everyone is entitled to know how this information is recorded, what will be done with it and who will have access to it. This is intended to protect reporters and to ensure that all members of the Trust are comfortable to disclose any allegations or concerns in relation to child safety without repercussions. Where the Trust is obliged to report the case to the Police, the Police will take over of the matter and communicate directly with the involved people.

RISK MANAGEMENT

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policies, procedures and activity planning.

The Trust has a Risk Management Policy and Framework. The Risk Management Policy and Framework will include the assessment and mitigation of risks of child abuse at Kardinia Park Stadium Trust.

The following elements are included in the risk management policy and framework:

- All existing and new activities and facilities must be assessed for risks of child abuse including:
 - environmental risks (e.g., areas that might obscure a line of sight)

- vulnerability risks (such as activities that may foster personal relationships between staff/volunteers and children who have an increased risk of being exploited, such as children who are highly vulnerable and dependent on the staff/volunteer for their needs).
- All identified risks of child abuse are actively reduced by designing and implementing appropriate preventative measures.
- Risk management plans are documented for all existing and new activities and facilities.
- Staff, volunteers and contractors are made aware of their responsibility for identifying risks of child abuse and their obligation to work with management on reducing those risks.
- Families and children are made aware of how to report on identified risks of child abuse.
- Risk management plans are living documents that are updated as required, developed specifically for each event, referred to regularly and reviewed periodically.
- Contractors are also held to this standard through the Contractor Management system which will include but not be limited to sighting contractor Child Safe Policies and Procedures.

ALLEGATIONS, CONCERNS AND COMPLAINTS

The Trust takes all allegations seriously and has practices in place to report and internally investigate, where appropriate, thoroughly and quickly. Our staff and volunteers will be made aware on how to deal with allegations appropriately.

We work to ensure all employees know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place. If an adult has a reasonable belief that an incident has occurred, then they must report the incident. Factors contributing to reasonable belief may include:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves).
- behaviour consistent with that of an abuse victim is observed.
- someone else has raised a suspicion of abuse but is unwilling to report it.
- observing suspicious behaviour.

CHILD SAFE REPORTING PROCEDURE

The Trust's reporting procedure includes how to respond to an allegation or incident of child abuse, and includes the following elements:



- If a staff member, volunteer, or a Trust contractor becomes aware of an incident or allegation of abuse, the first responsibility is to ensure that the child or children are safe, and the risks of further abuse or harm are mitigated.
- If the incident or allegation of abuse could involve criminal conduct, the matter must be immediately reported to Victoria Police. If there is any immediate risk to a child or children, then the staff member or volunteer should immediately call 000.
- Report the incident or any concerns to any appointed and available Child Safety Person.
- It may also be appropriate to notify the Department of Health and Human Services if there is a belief that a child is in need of protection. This may involve notifications to the Police or Child Protection.
- All reports of child abuse will be treated as serious, whether they are made by an adult or a child.
- When an allegation of child abuse is received, all mandatory reporting requirements must be met, including reporting to:
 1. Police by calling 000. You can call 131 444 to report some non-urgent crime and events to Victoria Police, more information can be found here: Police Assistance Line and online reporting.
 2. Department of Health and Human Services, more specifically Child Protection (by calling 13 12 78 or via <https://services.dhhs.vic.gov.au/child-protection-contacts>)
 3. The Commission for Children and Young People under the reportable conduct scheme by calling 1300 78 29 78 or via contact@ccyp.vic.gov.au
 4. Other government departments or regulators as appropriate such as Department of Jobs, Precincts and Regions

Please see Appendix B for Child Safe reporting process.

REGULAR REVIEW

This policy will be reviewed every two years and following significant incidents if they occur.

We will ensure that families and children have the opportunity to contribute. Where possible we will do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

NON-COMPLIANCE WITH THIS POLICY AND THE CODE OF CONDUCT

The Trust will enforce this policy and the Child Safe Code of Conduct. Following any non-compliance, we will instigate a review that may result in restriction of duties, suspension or termination of employment or other corrective action as per the Trust's Disciplinary Policy and Procedure.

RELATED DOCUMENTS



- Child Safe Code of Conduct (Appendix A)
- Child Safe Reporting Procedure (Appendix B)
- Code of Conduct
- Disciplinary Policy and Procedure
- Equal Employment Opportunity, Discrimination, Bullying and Harassment Policy and Procedure
- Recruitment Policy and Procedure

VERSION CONTROL AND CHANGE HISTORY

VERSION NUMBER	DATE	DETAILS OF CHANGE
1	01/01/2022	Policy created



APPENDIX A – Child Safe Code of Conduct

COMMITMENT TO CHILD SAFETY

Kardinia Park Stadium Trust condemns all forms of child abuse, exploitation of children and discrimination against children. We are committed to creating and maintaining an environment that promotes safety for people involved in our programs, including all children. All Kardinia Park Stadium Trust staff (including the CEO and the trustees), directly engaged contractors and volunteers who are engaged to provide services to the Trust that involve interaction with children are responsible for promoting the safety, wellbeing and empowerment of children and young people.

Kardinia Park Stadium Trust commitment to child safety extends in circumstances where the Trust is in temporary possession of lost children or young people during events and functions happening at the stadium.

CONSEQUENCES OF BREACHING THE CODE OF CONDUCT

Staff, volunteers, or contractors who breach this Code of Conduct may be subject to disciplinary actions that could include enhanced supervision, appointment to an alternate role, suspension, or termination from the organisation, as per the Trust's Disciplinary Policy and Procedure.

CODE OF CONDUCT AGREEMENT

All Trust staff, volunteers and contractors are responsible for promoting the safety and wellbeing of children and young people by agreeing to and adhering to the below standards of behaviour:

I WILL:

- Adhere to all relevant Australian and Victorian legislation, Kardinia Park Stadium Trust's Child Safe Policy, and other organisational policies
- Avoid physical contact with children
- Raise concerns with management if risks to child safety are identified in any of the activities (such as at functions and events) facilities, structures, procedures or staffing practices at the Trust.
- Take all reasonable steps to protect children, working or volunteering at the Trust or lost children at any stadium events from abuse.
- Report and act on any behavioural complaints, concerns or observed breaches regarding this Code of Conduct.
- Report any concern, allegation, disclosure, or observation of child abuse to any of the appointed Child Safety Persons as outlined in the Trust's Child Safe Reporting Procedure.
- Treat all children and young people with respect, regardless of race, colour, sex, gender identity, sexual orientation, language, religion, political or other opinion, national, ethnic or social origin, culture, property, disability or other status.



- Listen to and value children and young people's ideas and opinions, respond to them appropriately
- Welcome opinions and recommendations from the families and carers of children employed at the Trust by being inclusive.
- Actively promote cultural safety and inclusion.
- Conduct myself in a manner consistent with the values of the Trust.
- Work with children in an open and transparent way – other adults should always know about the work being done with children.
- Observe professional boundaries with children at all times, including when encountering a child employed at the Trust outside the workplace.

I WILL NOT:

- Condone or participate in behaviour with children that is illegal, unsafe or abusive.
- Seek to use children in any way to meet the needs of adults.
- Ignore or disregard any concerns, suspicions or disclosures of child abuse.
- Exaggerate or trivialise child abuse issues.
- Use hurtful, discriminatory or offensive behaviour or language with children.
- Engage in rough physical games.
- Discriminate on the basis of age, sex, gender identity, race, culture or sexual orientation.
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes.
- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention.
- Exchange personal contact details such as phone numbers, social networking details or email addresses with children.
- Have unauthorised contact with children and young people online, on social media or by phone.
- Use any computer, mobile phone, or video or digital camera to exploit or harass children.

KEY RISKS AND CONCERNING BEHAVIOURS

Unintentional/accidental harm

- Poor physical environment leading to injury
- Poor supervision
- High-risk activity
- Lack of risk mitigation strategies in place

Physical abuse



- Physical punishment
- Pushing, shoving
- Punching, slapping, biting, kicking

Psychological abuse

- Bullying
- Threatening language
- Shaming
- Intentional ignoring and isolating (either face-to-face, online or via other technology)

Cultural abuse

- Lack of cultural respect
- Racial or cultural vilification or discrimination
- Lack of support to enable a child to be aware of and express their cultural identity

Neglect

- Lack of supervision
- Not providing adequate nourishment
- Not providing adequate clothing or shelter
- Not meeting the specific physical or cognitive needs of children

Sexual abuse

- Sexual abuse, assault and exploitation
- Grooming
- Inappropriate touching
- Inappropriate conversations of a sexual nature (either face-to-face, online or via other technology)
- Crossing professional boundaries

I have read this code of conduct and agree to abide by it at all times:

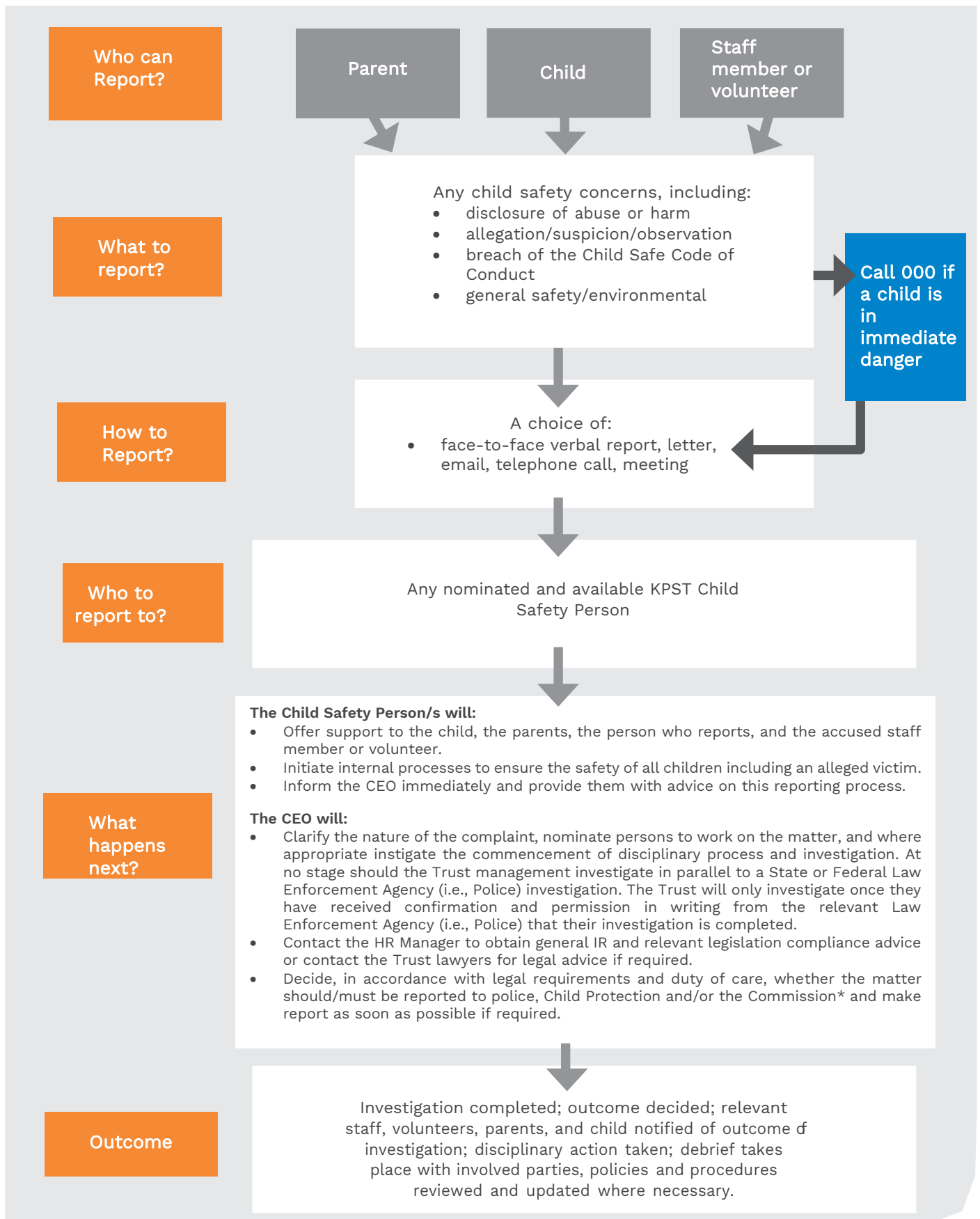
Name _____

Signature _____

Date



APPENDIX B – Child Safe Reporting Procedure



* Applies only to organisations covered by the Reportable Conduct Scheme. Refer to the Commission's website for details.