

CHILD SAFE PROCEDURE

1 OVERVIEW / INTENT

- 1.1 This Procedure is to ensure that the principals and intent of the Child Safe Policy is upheld.

2. SCOPE

- 2.1 This applies to all permanent and fixed term employees whether fulltime or part-time and also to casual employees and contractors working on site.
- 2.2 This applies to any member or person(s) acting in a voluntary role conducting activities with children or young people at The Vines including but not limited to; parents, coaches, instructors, program and competition management personnel, assistant instructors and any individual over the age of 18 who is involved in any way with activities involving children and young people at The Vines.
- 2.3 This must be read in conjunction with the other relevant policy documents.

3. PROCEDURE

3.1 Pre-engagement requirements

- 3.1.1 Prospective employees and volunteers who wish to engage in activities, programs and services carried out by The Vines involving children and young people will be provided with a copy of the Child Safe Policy, and other relevant documentation pertaining to working with children..
- 3.1.2 The Vines will determine which roles and positions, irrespective of them being paid or voluntary, involved with working with children and young people at The Vines will be “**Prescribed Positions**” and therefore required to complete a satisfactory police check as advised by recent changes to the Children’s Protection Act, 1993.
- 3.1.3 Copies of the Child Safe Policy, and other relevant documentation shall be available to parents of children and young people involved with activities, programs and services carried out by The Vines.
- 3.1.4 Copies of the Child Safe Policy, Guidelines for Working with Children and Codes of Conduct will be made available to all members of The Vines and other interested parties.

3.2 Post-engagement requirements

- 3.2.1 All staff and volunteers involved with the delivery of activities, programs and services involving children and young people will receive information relating to a child safe environment. This information will be delivered during annual induction processes and will be provided by the Vines’ Child Safe Officer.
- 3.2.2 All staff and volunteers engaged in activities, programs and services involving children and young people who hold “**Prescribed Positions**” are mandated notifiers under the Children’s Protection Act 1993 and are required to report any allegations to Families SA as soon as possible using the child abuse

report line, 13 14 78, if they have reasonable grounds to suspect that a child/young person has been abused or neglected.

3.2.3 Reasonable grounds to notify suspected abuse or neglect may include the following:

- When a child/young person tells a Vines staff member or volunteer that he or she has been abused or neglected.
- When a staff member or volunteer observes that a child/young person's behaviour or injuries leads them to believe that abuse is occurring or has occurred.
- A child/young person tells a Vines staff member or volunteer he or she knows someone else who has been abused (a child/young person could be referring to himself or herself).
- When someone else (e.g. relative, friend, sibling) tells a Vines staff member or volunteer a child/young person has been abused or neglected.

3.2.4 It is not the responsibility of a Vines staff or volunteer to carry out any further investigation to determine whether the allegation or suspicion of abuse is true or false. Vines staff or volunteers must make a report to Families SA and must not involve themselves any further in the matter unless it is at the request or direction of Families SA or SA Police. Any further involvement may have the potential to prejudice the formal investigation by Families SA or by SA Police.

3.4 The role of the Child Safety officer

3.4.1 To ensure the confidentiality of all parties involved in a suspected case of abuse or neglect is maintained, one staff member within The Vines with experience in child protection / child safe matters will be designated as the Child Safety Officer.

3.4.2 The Child Safety Officer is responsible for:

- Supporting and assisting staff and volunteers with the identification and reporting of any allegations of child abuse to the child abuse report line.
- Keeping relevant people informed, including the General Manager regarding any action taken and further action required; for any concerns surrounding issues on Child safety.
- Advising the General Manager on any training needs for the organisation.
- Keeping records of any disclosure regarding a failure to comply with the keeping children and young people safe code of conduct(s).
- Anything incidental or conducive to the carrying out of the objectives of the policy and procedure.

**3.4.3 The designated Vines Child Safety Officer is:
And his contact number is:**

3.4.4 In the absence of the designated Child Safety officer, the General Manager may be an alternative point of contact.

3.4.5 Participation by children and young people

The designated Child Safety Officer will be responsible for ensuring that children and young people's experiences are positive and that their views and

concerns are taken into account when reviewing the Vines Child Safe Policy, procedure and codes of conduct.

3.5 Confidentiality

3.5.1 All matters regarding allegations of abuse or neglect are to be treated as confidential. The designated Child Safety Officer is the primary contact person for any incident involving allegations of abuse or neglect. Confidentiality protects all individuals involved, including:

- The alleged victim,
- The alleged offender, and
- The person making the notification.

3.6 Vines Staff and volunteers

3.6.1 All staff and volunteers involved with activities, programs and services involving children and young people are obliged to report any incidence where another staff member or volunteer is not behaving responsibly with children and young people. Concerns of this nature should immediately be reported to the designated Child Safety Officer for future investigation.

3.6.2 This requirement does not supersede the requirement to notify Families SA but is in addition to it.

4 RESPONSIBILITIES

4.1 All managers will be responsible for the awareness and implementation of this procedure in their area.

4.2 This Procedure will be made available to all volunteers who work with children and young people at The Vines

4.3 This Procedure will be made available to all parents/guardians of children and young people who participate in activities, programs and services at The Vines.

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