

## R2A – CHILD SAFE GUIDE

This document is to be read with R2 – Child Safe Policy

### 1. INTRODUCTION

Global Interaction is committed to promoting and protecting the interests and safety of children. We have zero tolerance of child abuse. Everyone working at Global Interaction is responsible for the care and protection of children and reporting information about child abuse.

If any person believes a child is in immediate risk of harm or abuse,

- If in Australia, telephone 000 and inform the CPO.
- If overseas, contact the CPO and where appropriate, contact the Team Leader.

### 2. POLICY STATEMENT

Global Interaction is committed to promoting and protecting the best interests of children involved in its programs:

- All are encouraged to live and serve with others in ways that honour God whilst maintaining a child-safe environment;
- Global Interaction will actively continue towards listening and empowering children to ensure protection from abuse;
- All children, regardless of their gender, race, religious beliefs, age, capabilities, sexual orientation, family or social background, have equal rights to protection from all types of harm or abuse; and
- Additional tailored approaches may be required for those children who are particularly at risk due to the impact of previous experience(s), level of dependency, communication needs or other issues – this includes, but is not limited to, children with a disability, those of an indigenous background, and those who are culturally and/or linguistically diverse.

Global Interaction values the diverse cultural traditions that influence the approach taken to child raising and parenting:

- Global Interaction workers must be culturally sensitive whilst adhering to this policy and, as applicable, Australian legislation or the legislation of the country of service; and
- While we value diversity, we do not tolerate discrimination in our words or practices.

Global Interaction has zero tolerance of child abuse:

- Team members are responsible for the care and protection of the children in our care;
- We require prompt reporting of alleged child abuse. We aim to manage all allegations of child abuse sensitively and expeditiously. Our recruitment processes will support child-safe environments; and
- Child protection is a shared responsibility between team members.

Global Interaction encourages children to express their views and give suggestions:

- Global Interaction supports and respects all children;
- We will listen to and act on concerns related to safety or wellbeing that children, their parents, family, guardians, or other people raise with us; and
- We recognise the importance of teaching and informing children of the actions they can take if they feel unsafe, threatened, or upset by the behaviour of adults or other children.

Global Interaction is committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children living with a disability.

### 3. RESPONSIBILITIES

#### 3.1 The Board:

The Global Interaction Board has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. Consistent with this responsibility, the Board must ensure that appropriate policies and procedures and Code of Conduct are in place. The Board may approve the delegation of the CPO role to another person or persons – for either short or long purposes. Any such delegations must be in writing.

Global Interaction will ensure that child safety is a part of its overall risk management approach. The Board are committed to identifying, mitigating, and managing risks. This Child Safe Policy should be read in conjunction with the organisation's Risk Management Plan.

#### 3.2 Child Protection Officers (CPO):

The CPO positions are held by the:

- Executive Director, and
- Associate Executive Director
- If both CPOs are unavailable an enquiry can be directed to the Director of Global Partnerships or the People Coordinator

#### CPO Responsibilities:

- Ensuring the Child Safe Policy is disseminated and implemented among the team members;
- Dealing with and investigating reports of child abuse;
- Ensuring that all team members are aware of relevant laws, organisational policies and procedures, and the organisation's Code of Conduct;
- Ensuring that all team members are aware of their obligation to report suspected child abuse in accordance with these policies and procedures;
- Providing support for all team members in undertaking their child protection responsibilities;
- Maintaining their individual Child Safe training as appropriate; and
- Amending the Child Safe Policy as necessary, to be approved by the Board.

#### 3.3 Leadership responsibilities:

All Global Interaction leadership (includes directors, board members, team leaders, state leaders, and managers) must ensure that they:

- Always promote safety of children;
- Assess the risk of child abuse within their area of control and eradicate or minimise any risk to the extent possible;
- Educate employees and team members about the prevention and detection of child abuse; and
- Facilitate the reporting of inappropriate behaviour or suspected abusive activities. Leadership should be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct. All team members share the responsibility for the prevention and detection of child abuse, and must:
  - Familiarise themselves with the Code of Conduct, and Global Interaction's policy and procedures in relation to child protection, and comply with all requirements;
  - Maintain a current Working with Children Check (WWCC) or equivalent in their state for their employment or voluntary status with Global Interaction (See R2b);
  - Ensure parents or guardians are responsible for their own children at all times unless the individual has been signed into a Global Interaction organised event (see below under Supervision and Monitoring).
- To the best of their ability and availability, Global Interaction will provide an environment that is supportive of emotional and physical safety of all children; and
- Report any reasonable grounds that a child's safety is at risk to the CPO, who will report to relevant authorities (e.g. the police and/or the state-based child protection service) thereby fulfilling the obligations as mandatory reporters.

### 3.4 All team members

Everyone participating in Global Interaction's programs must comply to the following standards of behaviour:

**Do:**

- Treat everyone with respect and integrity, including team members, children, and parents;
- Be a positive role model to children in all circumstances;
- Set clear boundaries about appropriate behaviour between self and children within the context of one's role within the organisation;
- Always have another adult present, or nearby when conducting one to one coaching, instruction etc.
- Use technology appropriately so that children are not made vulnerable to abuse and exploitation. This includes preventing exposure to materials, information, emails, images, or websites inappropriate for the age of the child, or to pornographic material;
- Follow organisational policy and procedures for the safety of children as in the Child Safe Policy;
- Listen to children and take action in order to protect their wellbeing;
- Record and act on complaints, disclosures, or evidence of abuse as appropriate within the traditions and cultural values of the people group; and
- Respect the privacy of children and their families and only disclose information to people who have a need to know.

**Do Not:**

- Develop any 'special' relationships with children that could be seen as expressing favouritism, such as the offering of expensive gifts or special gifts/favours;
- Do things of a personal nature that children can do for themselves, such going with them to the toilet or changing their clothes;
- Initiate touch with children unless it is of a non-intimate and open nature and is culturally appropriate and acceptable;
- Publish photographs or video footage where the dignity of the child is compromised;
- Use language, make suggestions, advice of an inappropriate, offensive, or abusive nature; and
- Develop relationships with children that could in any way be deemed exploitative or abusive.

### 3.5 Recruitment and Training:

Global Interaction must undertake a comprehensive recruitment and screening process for all team members that aims to:

- promote and protect the safety of all children under the care of the organisation;
- identify the safest and most suitable people who share Global Interaction's values and commitment to protect children; and
- prevent a person from working at Global Interaction if they pose a risk to children.

All team members will complete and qualify the recruitment and screening processes prior to commencing their engagement with Global Interaction. Thorough reference checks will be undertaken by Global Interaction as required by the approved internal procedure. Local workers should be screened appropriate to their context and role.

All team members must provide:

- a WWCC relevant to their home state/territory;
- a National Police Check (unless an International Police Check if required necessary);
- When appropriate, an International Police Check may be required.

Engagement or employment with Global Interaction will not be offered, or where ongoing validity needs to be established, may cease immediately should these checks fail, or evidence is not provided.

Once engaged, all team members must:

- Complete Child Safe training, within the first three months of engagement;
- Know and be familiar with the Child Safe Policy;
- Sign and agree to abide by the Code of Conduct;
- Understand the reporting process, respond to suspicions or allegations of abuse in a responsible timely manner and inform the CPO.

A statement of commitment to child safety and the requirements of the organisation shall be included in advertisements for all positions. Global Interaction will not employ (in any capacity, paid or unpaid) any person with a known history of abuse or violence towards children.

#### **4. MUTUAL ACCOUNTABILITY**

A spirit of mutual accountability is to be fostered between, and is the responsibility of, all team members. The promotion of care, wellbeing, and the prevention of harm of all people associated with Global Interaction activities and events is essential and this must be a high priority in ensuring the safety of all children.

#### **5. INTERCULTURAL LOCATIONS**

All Global Interaction team members should have, when possible, two adults always present with children at conferences, and retreats; as well as activities run through a Global Interaction platform. If a responsible and trusted teenager (having undergone suitable reference checks, policy awareness and training) is available to assist under the supervision of an adult team member, the Team leader should be consulted for approval, utilising appropriate risk management analysis.

It is acknowledged that close friendships may develop within a team, especially in the absence of other family or friends. These relationships may provide opportunities for babysitting children, so that the parents can take a break, or having the children of teammates over for overnight stays. A situation could arise where only one adult is present with another team member's children. While such arrangements are not prohibited under this policy, as it is recognized that this can be beneficial for those involved – provided that the spirit of child safety is maintained. These arrangements must be made at the discretion of the parents and are their responsibility.

Team leaders also have the responsibility of communicating to the team member to avoid any contact with the family involved when any allegations are being investigated.

#### **6. GLOBAL INTERACTION ORGANISED EVENTS**

**6.1 Adult/child ratio:** At least two supervising adults must always be present with children at all events and activities. Where the group includes children of both genders, ideally a mix of male and female adults should be present.

**6.2 Designated Team Member:** A designated team member must be present at all programs or events where children are in attendance, and they have overall responsibility for the safety and wellbeing of the children. The designated team member must:

- Be designated prior to the commencement of the program;
- Minimise isolation of children and maximise accountability of caregivers, including observation and assessment of the actions and interactions of their team members in accordance with this Policy;
- Ensure all team members:
  - have a valid WWCC;
  - where participating in inter-state/territory activities and events, adhere to the applicable requirements of that state/territory;
- Ensure external adult visitors who volunteer to assist in supervision of children during a 'one-off' Global Interaction event or activity must:
  - provide a valid WWCC;
  - adhere to the applicable requirements of the state/territory where the activity/event is being conducted;
- Confirm team members have completed basic Child Safe training; and
- Receive parental/guardian consent from any assistants aged between 16 to 18 years old.

**6.3 Event requirements:** Global Interaction requires:

- All team members to foster a culture of mutual respect, openness, honesty, and prayerfulness;
- Programs and events for children are to be run in public areas, or rooms, which are easily accessible by others, providing mutual accountability and the ability to monitor interactions;
- Team members are prohibited from actions or behaviours that could be construed as exploitation and abuse

- of a child during their association with the organisation;
- Children must never be in a situation where they are in the presence of only one adult. The ‘two adults’ rule must be adhered to at all times;
- Reasonable care is taken to ensure the Child Safe Policy is integrated into work with partner organisations; and
- All staff have the responsibility to report unusual or concerning behaviour as required by this Policy.

Where participants of activities and events are under the age of 18 and are not accompanied by parents, the designated team member is to:

- Obtain from parent/guardians:
  - written consent for their child/children to participate in the activity or event, the consent will include permission for transport when this is required, and for appropriate medical attention to be administered to the child if required; and
  - A record of emergency contact information for parents/guardians during the period of the event or activity.
- Provide separate male and female sleeping facilities, with at least two same sex leaders in each facility where events or activities require children not accompanied by parents/guardians to stay overnight;
- Leaders are not to sleep in the same room as the children unless state-based regulation and/or campsite practice states otherwise, and/or local practice requires leaders, children to be housed together e.g. one room hut;
- Ensure and confirm that children are transported:
  - in a registered, insured vehicle, in good working order, which is driven in a responsible manner by team members who have held a full license for a minimum of two years and have a clear record;
  - Two adults should accompany children being transported (one adult should never be alone in a car with a child except in emergencies); and
  - there are no more passengers in a motor vehicle than the number of seat belts that are in working order and available for use.

## **7. ACCIDENTS AND EMERGENCIES**

The health and safety of all children must be given the highest priority during activities and events.

- This involves recognising potential risks to children and taking steps to minimise such risks.
- The designated team member must ensure that clear procedures are in place to handle accidents and emergencies, including the provision of first aid:
  - This may require the nomination of one team member to the role of first aid officer.
  - The designated team member will need to ensure that the first aid officer has a first aid certificate, understands and is capable to take on the responsibilities required of this role.

## **8. REPORTING PROCESSES**

This section must be read, and action taken in conjunction with Appendix 1 and 2.

All Global Interaction team members must report any concerns they have for the safety or wellbeing of a child. Global Interaction will treat all reports and concerns seriously and ensure that all parties are treated fairly. A team member can make a report without the harm or abuse having occurred – it is sufficient that there is suspicion on reasonable grounds. Reports will be handled professionally, confidentially, and as quickly as possible and will meet country, state, or territory specific legislative requirements as appropriate. Any person who intentionally makes a false allegation or malicious allegation will face disciplinary action. Reporting any suspicion of harm or abuse to a child is a community-wide responsibility.

Any team member who receives a disclosure of alleged abuse or neglect of a child, or who has reasonable grounds to suspect abusive activity must immediately notify a CPO:

- The team member who made the notification must submit a formal written report to the CPO within 24 to 48 hours;
- If there is any uncertainty around whether a report should be completed, please speak with a CPO;
- The report must include information on any breaches of the Code of Conduct or this Policy; and/or

- Team members must inform the CPO if they believe they or a member of their family may be at risk of harm for making or being part of making a child safe report. Global Interaction will not tolerate retaliation against any member for reporting suspected abuse.

Child-to-Child cases are when both the victim and the alleged offender are under the age of 18. It is considered to be abuse when there is more than 3-years difference in age, which indicates a difference in responsibility, trust or power between the two involved. When the age difference is less than 3-years, the difference in responsibility, trust and power is less significant, so any apparent abuse is usually considered inappropriate behaviour. Processes should remain the same for process and reporting.

**a. In Australia:**

The CPO must report any suspected child abuse which reportedly occurred within Australia and, where it is considered that reasonable grounds exist, to the appropriate State/Territory authority (usually the police and/or the appropriate child protection service) within 72 hours or such lesser period, as required by the relevant legislation. State Leaders can be a resource to assist the reporter or CPO to ensure all State/Territory related requirements are met.

**b. Outside Australia:**

Suspected abuse outside Australia should first be reported to the CPO. In some locations, it may not be appropriate (or safe) for alleged abuse to be reported to local authorities as it could result in possible arrest and/or consequences possibly considered excessive from a Western perspective. For reasons such as these, it is recommended that each suspected case is considered individually. The alleged abuse may require reporting within Australia. The CPO can consult with the Team Leader within the country of the alleged incident to glean an understanding of the appropriateness of local reporting.

**c. Team Members:**

Intercultural workers and group leaders have an obligation to ensure, to the maximum extent reasonably possible, that partner organisations, local workers and visiting groups/individuals, meet minimum standards of protection for children associated with our programs. Any child safe concerns associated with our partner organisations must be reported to the CPO (via the Team leader/team member involved with the partner organisation).

Please see [Australian Institute of Family Studies](#) for the mandatory reporting obligation requirements throughout Australia. Certain professions are mandated to report any concerns. Voluntary reporting can be done by anyone and team members must report any suspicions to the CPO to minimise or avoid harm.

In situations where a CPO is suspected of involvement in the activity, or if the person having the suspicion does not believe that the matter is being appropriately addressed or dealt with, the matter could be reported to the Board Chair or an external investigator.

## 9. INVESTIGATING

### 9.1 In Australia:

Global Interaction will follow the appropriate mandatory reporting requirements of the relevant State/Territory. In accordance with this, as required by law, all genuine allegations considered to be child abuse as defined in this policy will be reported to the police, whether or not the victim has consented to the matter being reported. Should the child protection service or the police decide to investigate a report, all team members must co-operate fully with the investigation.

The CPO will consult with the authorities to determine whether an internal investigation is appropriate and the suitable timing for this to ensure that such an investigation will not conflict with any proceeding of the authorities.

Process:

- The CPO will initially liaise with the relevant Team Leader to make an evaluation of the concern or report, particularly when the concern involves a team member.
- If the concern or report involves the Team Leader, the CPO will undertake the evaluation with another team member.

- The evaluation will be conducted according to Reporting Process and handled with care and sensitivity and consistent with procedural fairness. Confidentiality must be a high priority.
- Normal practice would involve the person involved taking leave (paid for a staff member or intercultural worker and unpaid for volunteers) while the investigation is underway.
- Information may be disclosed as deemed necessary during the evaluation, where there is a need for consultation with other team members in addition to, or in place of, any formal external investigation.
- Evaluations will be conducted in an impartial, independent, and objective manner without undue delay.
- If the evaluation and review process determine that a reportable offence has taken place, the CPO will report the matter in line with Mandatory Reporting guidelines, Global Interaction's Reporting Process, and of this Child Safe Policy.

## 9.2 Overseas:

Global Interaction recognises that in some countries there may be no appropriate statutory bodies to ensure that an independent and thorough enquiry occurs. Therefore, Global Interaction is committed to:

- Working with local statutory bodies of the country where work with children is occurring;
- Dealing with issues directly regardless of any inaction by local authorities;
- Working with the standards operating in Australia, under State and Federal legislation; and
- The implementation of appropriate investigation and reporting requirements according to the Child Safe Policy.

## 9.3 Notification of Investigation

### Team Members:

- have the right to know when an allegation has been made against them; and
- must be provided with information pertaining to the substance of the allegation.

Such information need only be provided at an appropriate time in the investigation.

Team members who have an allegation made against them are not automatically entitled to:

- know or have confirmed the identity of the person(s) who made the allegations; and
- be shown the content of the Child Safety Report Form, or any other investigation material that reveals information provided by other team members or witnesses.

A decision on when to inform a team member about the allegations will be subject to whether:

- Strategies have been put into place to protect the person who made the allegation, the witnesses who have provided information relating to the allegation and the children involved.
- An informed judgment has been made that:
  - such disclosure is unlikely to prejudice or impede the conduct of the investigation by any investigative body (including child protection agencies or the police);
  - the disclosure of the substance of the allegation is unlikely to affect the quality of the evidence that may be obtained during the investigation.

### Parents/Guardians

Global Interaction understands that parents have the right to know when their child is the subject of an allegation of misconduct by a team member. Unless likely to compromise an investigation, parents or guardians will be advised as soon as possible of any allegation made that involves their child/children.

## 9.4 Responding

If it is alleged that a team member may have committed an offence or have breached this policy or Code of Conduct, the person concerned may be stood down (with appropriate allowance, where applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the organisation's policies or Code of Conduct) has occurred, then disciplinary action may follow in accordance with Mandatory Reporting processes, Global Interaction's Reporting process and organisational policy and procedures, up to and including dismissal or cessation of involvement with the organisation. The findings of the investigation will also be reported to any external body as required.

Global Interaction shall not regard resignations by team members, prior to the completion of an investigation of allegations against them, as a satisfactory resolution of the matter. When the outcome of investigation is that the allegation against a team member is sustained; termination of service shall be the normal disciplinary action.

In the event that a report or claim was determined to be unfounded, the CPO will liaise with the relevant parties.

## **10. REPORTING BY A CHILD**

Children, young people, parents/guardians and all team members will be informed, both verbally and in written form, how to raise a concern about their own safety or the wellbeing of another child.

The following actions are to be taken in the case of a child disclosing to a team member that they are at risk or experiencing abuse:

- Give the child your full attention;
- Stay calm and do not exhibit anger or shock;
- Reassure the child that it is alright to tell and that what they say will be taken very seriously;
- Establish clear limits on confidentiality. Do not make promises not to tell and do not make promises you cannot keep;
- Be aware, while listening, that the child may have been threatened;
- Apply protective interrupting (a strategy to stop someone from disclosing sensitive information in a context that could increase victimisation e.g., in a public or unsafe, indiscrete setting) as appropriate;
- Listen, be supportive, understanding, non-judgmental and empathic with appropriate cultural sensitivity. Do everything possible to comfort the child and do not be impatient;
- Acknowledge the difficulty of disclosing and the appropriateness to do so;
- Allow the child to take as much time as necessary;
- Allow the child to use their own words;
- Do not assign blame, justify behaviour or placate any confession;
- Do not ask leading questions;
- Do not press the child for information, interrogate or be suggestive, including translating slang, correcting language, finishing sentences;
- Let the child know what action will be taken and what to expect next;
- Check with the child as to whether they felt heard and understood correctly; and
- Do not confront the alleged offender.

As soon as possible, during or afterwards, make notes of exactly what the child said and the date and time of the meeting using the Child Safety Report form. Use specific terminology and descriptions used by the child. Immediately inform the respective team leader and forward the Child Safe Report form to the CPO.

## **11. PRIVACY**

All personal information considered or recorded will be protected and will respect the privacy of the individuals involved unless there is a risk to someone's safety. All communications will be treated confidentially in support of the individuals involved.

All child protection complaints are to be documented. Global Interaction will keep adequate and permanent records of the details of an allegation, subsequent risk assessments, investigation and action taken, including any reports made to statutory authorities or professional bodies. Records will include instances where an allegation is found to be not sustained, misconceived, false or vexatious. The CPO is responsible to ensure all records are stored securely in accordance with the Global Interaction Privacy policy.

Please refer to Global Interaction's Privacy Policy for further information.

## **12. REVIEWING**

The Board of Global Interaction are responsible for ensuring the Child Safe policy, Code of Conduct and Reporting Procedures are reviewed every two years or as legislation changes. A review may be triggered by an incident, changes in the activity or structure of or changes to Government legislation. Following every reportable incident, a review shall be conducted to assess whether the Global Interaction's child protection policies or procedures require modification to



better protect the children under the Global Interaction’s care. The review will incorporate comments and suggestions from the team members.

#### 14. DEFINITIONS

Term	Definition
Assistant	Any person who is under the age of eighteen who is appointed or engaged to conduct any activities where contact with children and/or young people is expected.
Bullying	Persistent aggressive behaviour that is unwelcome or unsolicited and intimidates, humiliates and/or undermines the child. Bullying may include teasing and practical jokes.
Child/Children	An individual or individuals below the age of 18 or other individuals who may be unable to take care of themselves or are unable to protect themselves against harm or exploitation.
Child Abuse	Any abuse of children’s rights. The main types of child abuse are physical abuse, sexual abuse, emotional abuse, and neglect: <ul style="list-style-type: none"> <li>• <i>Physical Abuse</i> — involves the use of violent physical force to cause actual or likely physical injury or suffering (e.g., hitting, shaking, burning, torture)</li> <li>• <i>Sexual Abuse</i> — includes all forms of sexual violence including incest, early and forced marriage, rape, involvement in pornography and sexual slavery. Child sexual abuse may also include indecent touching or exposure, using sexually explicit language towards a child and showing children pornographic material.</li> <li>• <i>Emotional Abuse</i> — A constant attitude or behaviour by a person towards a child that causes emotional harm. This includes threat of physical or other form of injury. It may include refusal to accept a child, terrorising, bullying, isolating, continued belittling and exposure to chronic or serious domestic violence.</li> <li>• <i>Neglect</i> — The failure to provide a child with the necessities of life, such as food, clothing, shelter, and supervision, to the extent that the child’s health and development are placed at risk.</li> <li>• <i>Psychological Abuse</i> - This includes causing or negligently allowing the child to see or hear abuse or be at risk of seeing or hearing it.</li> <li>• <i>Family Violence</i> — This includes verbal, physical, sexual, or emotional violence within the family, which the child witnesses and/or is impacted by, usually on a regular basis.</li> </ul>
Child Protection Officer	The CPO(s) are responsible for ensuring the Child Safe Policy is disseminated and implemented among the team members and provide ongoing feedback to the Board.
Child-safe	Contexts in which steps are taken to keep children safe from physical, sexual, or emotional abuse and their wellbeing is always considered and promoted by the organisation, staff, and volunteers.
Contractor	A short-term employee who has committed to a set time period of work. During their period of contract, they become a team member.
Designated Team Member	The main leader of formal activities and events run by Global Interaction for children who hold the overall responsibility for the children.
Exploitation	The abuse of a position of vulnerability or differential power.
Harm	Physical, sexual, emotional, or psychological abuse and neglect of children
Leadership	Inclusive of directors, board members, team leaders, state leaders, and managers
Local workers	Locally based worker (examples may include local employees such as house helper, language nurturer, café or business-related enterprises).
Procedural fairness	Procedural fairness is a legal principle that ensures fair decision-making. Generally, procedural fairness requires decisions to be consistent with: <ul style="list-style-type: none"> <li>• The bias rule – free from bias or apprehension of bias by the decision-maker;</li> <li>• The evidence rule – rational or based on evidence that is logically capable of supporting the facts;</li> </ul>

Term	Definition
	<ul style="list-style-type: none"> <li>• The hearing rule – providing people likely to be adversely affected by decisions an opportunity to: <ul style="list-style-type: none"> <li>- Present their case; and</li> <li>- Have their response taken into consideration before the decision is made.</li> </ul> </li> </ul>
Reasonable grounds	A situation where you believe, due to observations of the child, and/or disclosure from the child, that the child is at risk of harm.
Risk of harm	A child or young person is at risk of harm if concerns exist for the safety, welfare, or wellbeing of the child.
Team members	An employee, board member, intercultural workers, contractors, volunteer or representative
Victimisation	Any negative treatment or disadvantage of a person or child that occurs because they made a complaint or were involved in an investigation of a complaint under this policy. A complaint of victimization will be treated in the same way as a complaint of harassment or abuse.

## RELATED DOCUMENTS (found in Global Interaction’s Policy folder)

- Code of Conduct (People)
- Confidentiality, professional standards and IP Policy (People)
- Digital Media Policy (Stakeholders)
- National Handbook (People)
- Performance Management & Termination Policy (People)
- Privacy & Confidentiality Policy (Risk)
- Recruitment Policy (People)
- Risk Framework Policy (Risk)
- Whistle-blower Policy (Risk)
- Mandatory Reporting Legislation: <https://aifs.gov.au/cfca/publications/mandatory-reporting-child-abuse-and-neglect>

## APPENDIX 1 - CHILD SAFETY REPORTING PROCESS

WHO CAN REPORT
<p>Team members including:</p> <ul style="list-style-type: none"> <li>● Staff members</li> <li>● Board members</li> <li>● Volunteers</li> <li>● Representatives</li> <li>● Parents</li> <li>● Children</li> <li>● Local workers</li> </ul>
WHAT TO REPORT
<p>Any child safety concerns, including:</p> <ul style="list-style-type: none"> <li>● Disclosure of abuse or harm</li> <li>● Allegation, suspicion, or observation on reasonable grounds (no evidence is required)</li> <li>● Breach of Code of Conduct</li> <li>● Safety issues</li> </ul>
WHEN
<ul style="list-style-type: none"> <li>● Immediately or as soon as it practically possible (within 24 hours of disclosure)</li> </ul>
HOW
<ul style="list-style-type: none"> <li>● Phone or Text service requesting CPO make urgent contact (first)</li> <li>● In writing using the Child Safety Report form (required in addition to any verbal or text discussion) (Appendix 2)</li> <li>● Email</li> <li>● Verbal – telephone, in person</li> </ul>
TO WHOM
<ul style="list-style-type: none"> <li>● Child Protection Officer</li> <li>● Board Chairperson if report concerns Executive Director or Associate Executive Director</li> <li>● All team members have the right (and mandatory reporters are required) to report any suspicions directly to the police and/or child protection services, where appropriate. It would be helpful to also report to the CPO.</li> </ul>
WHAT NEXT
<p>The Child Protection Officer will:</p> <ul style="list-style-type: none"> <li>● Liaise with the Team or State Leader who will ensure that appropriate support, including professional counselling, is provided to the child(ren) who are the subject of the allegation. Support will also be provided for the parents, witnesses, the person who reports, and the accused team member (when a team member is the alleged offender).</li> <li>● Report any reasonably suspected child abuse.</li> <li>● Initiate internal processes to ensure safety of the child, clarify the nature of the complaint, undertake investigation, and commence disciplinary process (if required).</li> <li>● In accordance with legal requirements and duty of care, the matter will be referred to the police and/or appropriate child protection authority as necessary as soon as possible.</li> </ul>
POSSIBLE OUTCOMES
<ul style="list-style-type: none"> <li>● Investigation (includes meetings to discuss breach and opportunity for person to provide their account/understanding of the situation)</li> <li>● Further education on the Child Safe Policy and Code of Conduct</li> <li>● Transfer to other duties</li> <li>● Suspension pending investigation, internal and/or criminal investigation</li> <li>● Report to Police and child protection statutory authority/government department.</li> <li>● Termination of service/employment</li> <li>● Referral made to local support/counselling organisation or service</li> <li>● Liaise with the appropriate Director to inform the relevant staff, Board members, volunteers, parents and child of the outcome of any investigation</li> <li>● Suggest changes to policies and procedures</li> </ul>

## APPENDIX 2 - CHILD SAFETY REPORT FORM

This form is to be completed in response to and/or reporting suspected child abuse.

If you believe a child is at immediate risk of abuse - phone 000 without delay if within Australia. If outside Australia, contact the CPO.

Team member completing this report:

<b>Name:</b>		<b>Position:</b>	
<b>Department/team:</b>		<b>Leader:</b>	

Incident details:

<b>Date of incident/concern:</b>		<b>Time of incident/concern:</b>	am/pm
<b>Location of incident/concern:</b>			
<b>Name(s) of child/children involved:</b>			
<b>Name(s) of team member (or other person) involved:</b>			

Please categorise the incident/concern

(Mark with an 'X' as applicable)

	<b>Make Selection</b>	<b>Comments</b>
<b>Physical violence</b>		
<b>Sexual offence</b>		
<b>Serious emotional or psychological abuse</b>		
<b>Serious neglect</b>		
<b>Other</b>		

If the reporter is a person other than a Staff member or Volunteer

Does the reporter wish to remain anonymous? (Mark with an 'X' as applicable)

Yes  No

If NO, please complete all appropriate sections above and provide the reporter's details:

<b>Reporter's Name:</b>		<b>Phone Number:</b>	
<b>Address</b>			

Please describe the incident/concern

<b>Overview. When did it take place and what were the circumstances?</b>	
<b>Were others involved? If so, Who?</b> <b>Were there any witnesses? If so, Who?</b>	
<b>What did you see?</b>  (If you need more space, please attach your notes to this document for submission)	

Date of reporting the incident/concern to:

Report to:	Date reported	Type of report (Form/email/meeting/phone)	Date acknowledged
CPO: Scott Pilgrim			
CPO: Susan Campbell			
Child Protection			
Police			
Another third party (please specify):			