

## CHILD SAFETY AND WELLBEING

### 1 Purpose

Barossa Enterprises Inc is a provider of employment pathways to school children (with and without disability) engaging in work experience, paid school holiday work, and school leavers looking to take the first steps to sustainable employment. Barossa Enterprises Inc also supports parents with disability, and staff may have contact with their children from time to time.

The purpose of this policy is to ensure an organisational framework and culture exists which ensures the safety, welfare and wellbeing of children, and that children are protected from abuse or harm during their interactions with the organisation.

### 2 Scope

This policy and procedure applies to all Barossa Enterprises Inc personnel including and not limited to paid and unpaid staff, board members, executive and leadership, supported staff and support staff, student placements, contractors and consultants.

### 3 Policy Statement

Barossa Enterprises Inc believes that all people engaged in the delivery or receipt of our services have a right to safety in all areas within our responsibility. Barossa Enterprises Inc recognises the threshold for reporting abuse and neglect is lower for children due to their inherently vulnerability, and therefore uses the language of 'harm' and 'risk of harm' to convey our safeguarding and reporting obligations.

### 4 Definitions

For the purposes of this policy;

- A **'child'** is an individual under the age of 18 years
- **'child-related work'** is defined as work which involves engagement with a child including:
  - Supervision, guidance and direction given in the workplace
  - Face-to-face contact in an office or area outside of the production or manufacturing area
  - Any communication including oral, written and electronic media
- **'abuse and harm'** is defined as any action, or lack of action, that significant harms the child's physical, psychological or emotional health and development.
- **'children's rights'** are defined as a child's entitlement to thrive, develop and be safe, participate in decisions that affect them, be free from discrimination and to have their best interests as a primary consideration in all actions concerning them.

## CHILD SAFETY AND WELLBEING

### 5 National Principles for Child Safe Organisations

When developing, implementing and reviewing internal policies, procedures and work practices, the following ten national principles (which have been developed by the Australian Human Rights Commission) are considered

The ten National Principles are:

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes for complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people. Policies are to be reviewed and updated at least once in a 5-year period and a new compliance statement lodgement is lodged with Department of Human Services each time policies are reviewed/updated.

### 6 Regular Risk Assessment

A risk management approach is taken towards ensuring appropriately trained staff

- a) Screening of new staff - All staff are to have either a Working with Children and Vulnerable People check, or NDIS Screening Check.
- b) Child Safe Training – Full certificate on commencement with a refresher course every 3 years
- c) Reporting – all staff are aware of their obligation to report abuse and neglect, as well as critical and non-critical incidents.
- d) Risk assessments conducted on activities which involve children, or may impact on children

### 7 Standards and Obligations

All Barossa Enterprises Inc staff who come into contact with children and young people through their work will:

- uphold the rights of children and young people to feel heard on matters relevant to their safety.
- provide a welcoming, inclusive and safe environment that supports and values the

## CHILD SAFETY AND WELLBEING

ideas and opinions of children and young people and treats them with respect regardless of their race, colour, gender identity, sex, sexual orientation, language, religion, political or other opinion, national, ethnic or social origin, culture, property, disability or other status

- actively promote and consider the cultural safety and inclusion of all children and young people
- empower children and young people by providing an environment where they can actively participate and 'have a say', especially on issues that are important to them
- listen and respond to the views and concerns of children and young people, including where it relates to concerns that they feel unsafe
- abide by Barossa Enterprises Inc commitment and obligation to be a child safe organisation
- identify and mitigate risks to the safety and wellbeing of children and young people
- take all reasonable steps to protect children and young people from abuse
- challenge unacceptable behaviour and report all allegations or suspicions of abuse to the Child Safety Officer
- report any concerns, allegations, disclosures or observations of child abuse in line with Barossa Enterprises Inc policies and processes, mandatory reporting and reportable conduct reporting requirements
- report all child safety concerns to the Child Safety Officer, or other relevant person
- work with children and young people in an open and transparent way. For example, by ensuring that where appropriate, interactions with children and young people can be observed by other adults
- respect the privacy of children and young people and their families and only disclose information to people on a need-to-know basis and in accordance with privacy legislation
- always observe professional boundaries with children and young people
- disclose any information of charges, convictions of abuse and all other offence history in accordance with Barossa Enterprises Inc Recruitment & Selection Policy.

Staff of Barossa Enterprises Inc must not:

- condone or participate in behaviour that is illegal, unsafe or abusive to children and young people.
- ignore or disregard any concerns, suspicions or disclosures of child abuse.
- exaggerate or trivialise allegations or issues relating to child abuse or the safety and wellbeing of children and young people
- discriminate against children and young people based on their age, gender identity, sex, race, cultural or sexual orientation.
- develop inappropriate relationships with children or young people, including relationships that show favouritism.
- display violent or inappropriate behaviour towards a child or young person.
- initiate unnecessary physical contact with children and young people or exhibit behaviours with children and young people which may be construed as inappropriate

## CHILD SAFETY AND WELLBEING

- put children and young people at risk of abuse (for example, by allowing unnecessary one-adult/one-child encounters to occur)
- conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person
- engage in open discussions of a mature nature in the presence of children and young people
- use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with, or in the presence of, a child or young person
- discriminate against any child or young person, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- use any computer, mobile phone, or video and digital camera to exploit or harass children and young people or expose them to offensive or sexualised content.
- exchange personal contact details with a child or young person such as phone number, social networking sites or email address, unless necessary
- have unauthorised contact with a child or young person client or their family outside of the purpose for work, including online, on social media or by phone.

### 7 Responsibilities

Ensuring the safety, welfare and wellbeing of children is the responsibility of all personnel engaged by Barossa Enterprises Inc, who have contact with children as part of their work. Personnel are to be made aware of and comply with legislative requirements that support child safety. This includes the need for Working with Children or Vulnerable People Assessments required under state or territory legislation, if they are engaged by Barossa Enterprises to work with children.

### Policy Administration

<b>Accountability</b>	CEO
<b>Type</b>	Code/Standard
<b>Relevant Legislation/Code</b>	NDIS Code of Conduct Children’s Protection Act 1993 (SA) Disability Discrimination Act 1992 Disability Services Act 1993 (SA) Health & Community Services Complaints Act 2004 Privacy Act 1988 Six Disability Services Standards Work Health & Safety Act 2012 (SA)
<b>Related Policies</b>	All
<b>Related Procedures</b>	All
<b>Related Forms</b>	Induction Forms  Easy English Code of Conduct for Volunteers

## CHILD SAFETY AND WELLBEING

### Definitions

**Division** is the discrete service or contract delivered by a team of Employees.

**Personnel** includes supported employees, employees, volunteers, contractors, visitors, work experience students and work for the dole. An employee is a person employed by Barossa Enterprises Inc and whose conditions of employment are covered by the relevant award includes persons employed on a continuing, fixed-term or casual basis; supported employees; senior employees whose conditions of employment are covered by a written agreement or contract.

**Officer** is defined in section 9 (c) of the Corporations Act 2001. All members of Barossa Enterprises' Inc Board and the CEO are regarded as Officers.