

Title/ Doc ID	Child Safety Policy GOV-015
GSANZ purpose	To enable fullness of life for women, girls and families experiencing hardship.
Policy statement	<p>Good Shepherd Australia New Zealand (GSANZ) is committed to promoting and protecting the safety and wellbeing of all children and safeguarding them from abuse.</p> <p>GSANZ takes seriously its duty and responsibility to protect children within its organisational culture, employment practices, risk management and reporting protocols.</p> <p>Everyone at GSANZ, including Board directors, employees, volunteers and contractors, is responsible for the care and protection of children and reporting information about child abuse.</p> <p>This policy sets out GSANZ's commitment to child safety and provides direction to employees, directors, volunteers and contractors about expected actions and behaviours to promote and ensure child safety.</p> <p>If any person believes a child is in immediate risk of abuse, telephone 000.</p> <p>This policy should be read in conjunction with the <i>Child Safety Procedure</i> and <i>Code of Conduct</i>.</p>
Scope	This policy applies to all Board directors, employees, volunteers and contractors of GSANZ.

1. Commitment to child safety

- 1.1. GSANZ is committed to child safety and has a zero tolerance for child abuse.
- 1.2. All allegations of child abuse will be treated seriously, respecting the rights and wellbeing of children, employees, volunteers and contractors in any reporting or investigation process.
- 1.3. GSANZ is committed to creating and maintaining a strong culture of child safety.
- 1.4. GSANZ is committed to the participation and empowerment of all children.
- 1.5. Child safety is a shared responsibility, and all Good Shepherd people are required to take action to prevent, identify, reduce risk and report child abuse.
- 1.6. The diversity of all children is respected, including Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children in rainbow families or who identify as LGBTIQ+, children with disabilities and children who are experiencing vulnerability.

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2. Prevention

Recruitment

- 2.1. GSANZ undertakes recruitment in line with the *Recruitment and Selection Policy and Procedure*, which includes comprehensive screening and safety checks.
- 2.2. Position descriptions and the *Procurement Procedure* outline essential qualifications, experience and attributes to promote child safety.
- 2.3. All new employees, volunteers and in-house contractors are required to confirm their acceptance of GSANZ's *Child Safety Policy, Child Safety Procedure and Code of Conduct*.

Supervision & training

- 2.4. GSANZ supports its employees and volunteers through ongoing supervision and training to:
 - develop and maintain a strong culture of child safety,
 - develop skills to protect children from abuse, and
 - promote the cultural safety of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, and children in rainbow families or who may identify as LGBTIQ+, and the safety of children with a disability.

3. Risk management

- 3.1. All GSANZ employees, volunteers and contractors are required to comply with the *Risk Management Policy and Risk Management Framework*. This includes identifying, assessing, managing, monitoring and reporting risks to child safety.
- 3.2. Managers are responsible for identifying and managing child safety risks within all GSANZ work environments and for promoting a culture of child safety and continuous improvement in their teams.

4. Responding and reporting

- 4.1. GSANZ is committed to supporting children, families, employees and volunteers if allegations of child abuse are made.
- 4.2. GSANZ takes its legal responsibilities for reporting allegations of child abuse seriously.
- 4.3. All GSANZ Board directors, employees, volunteers and contractors are required to follow the *Child Safety Procedure* for responding to, and reporting, allegations of child abuse.
- 4.4. Managers are responsible for ensuring that reporting of child abuse complies with the requirements of the state/territory where the allegation occurs.

Roles and Responsibilities

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Level	Roles and Responsibility
<i>Board</i>	<ul style="list-style-type: none"> • <i>Responsible for embedding a culture of child safety and acting if allegations involve the CEO.</i>
<i>CEO</i>	<ul style="list-style-type: none"> • <i>Responsible for governance, leading a culture of child safety and ensuring adherence to this policy.</i> • <i>Responsible for reporting and investigating allegations of abuse in accordance with the requirements outlined in the Child Safety Procedure.</i>
<i>Child Safety Officer</i>	<ul style="list-style-type: none"> • <i>Lead a culture of child safety.</i> • <i>Ensure compliance with Child Safe Standards and legislative obligations.</i> • <i>Ensure appropriate policies, procedures and internal control systems are in place to prevent, detect and respond to child abuse risks and allegations.</i> • <i>Receive concerns/allegation reports and ensure reporting and follow-up.</i> • <i>Lead investigations into alleged breaches of child safety.</i>
<i>Directors and General Managers</i>	<ul style="list-style-type: none"> • <i>Ensure understanding of and adherence to child safety policy and procedures.</i> • <i>Report child safety allegations or concerns.</i> • <i>Ensure supports are provided to employees and volunteers as required.</i> • <i>Participate in investigations as appropriate.</i> • <i>Lead a culture of child safety.</i>
<i>Program Managers/ Team Leaders</i>	<ul style="list-style-type: none"> • <i>Identify and report child safety risks/incidents and act to minimise risk of abuse.</i> • <i>Ensure children and families who make allegations of child abuse are supported appropriately.</i> • <i>Ensure ongoing training and continuous quality improvement.</i> • <i>Lead a culture of child safety.</i>
<i>Employees/ Volunteers/ Contractors</i>	<ul style="list-style-type: none"> • <i>Adhere to child safety policy, procedures and code of conduct.</i> • <i>Participate in ongoing training.</i> • <i>Report any concerns about child safety.</i>

Relevant Documents

External legislation and standards	<u>International</u>		
	Declaration of the Rights of the Child 1946		
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	<p>UN Convention on the Rights of the Child (UNCRC) 1989</p> <p><u>National</u></p> <p><i>National Principles for Child Safe Organisations</i></p> <p><u>Victoria</u></p> <p><i>Children, Youth and Families Act 2005</i></p> <p>Child Safe Standards 2022</p> <p>Health and Human Services Standards</p> <p>ISO 9001:2015 Quality Management System Requirements</p> <p><u>NSW</u></p> <p><i>Children and Young Persons (Care and Protection) Act 1998</i></p> <p><u>Queensland</u></p> <p><i>Child Protection Act 1999</i></p> <p><u>SA</u></p> <p><i>Children and Young People (Safety) Act 2017</i></p> <p><u>WA</u></p> <p><i>Children and Community Services Act 2004</i></p> <p><u>NT</u></p> <p><i>Care and Protection of Children Act 2007</i></p> <p><u>Tasmania</u></p> <p><i>Children, Young Persons and their Families Act 1997</i></p> <p><u>ACT</u></p> <p><i>Children and Young People Act 2008</i></p>
<p>Internal policies and procedures</p>	<p>GOV-PRO-003 Child Safety Procedure</p> <p>HRE-028 Code of Conduct</p> <p>FAC-PRO-006 Procurement Procedure</p> <p>HRE-012 Recruitment and Selection Policy & Procedure</p> <p>HRE-014 Employment Safety Checks Policy & Procedure</p> <p>HRE-021 Volunteering Policy & Procedure</p> <p>HRE-015 Supervision Policy & Procedure</p> <p>SER-003 Privacy Policy</p> <p>GOV-008 Risk Management Policy</p> <p>GOV-001 GSAZ and GSS Risk Management Framework</p>

Glossary

Abbreviations/Term	Definitions/Description		
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<i>Child</i>	<i>A person under the age of 18 years unless otherwise stated under the law applicable to the child. It therefore includes young people up to the age of 17 years.</i>
<i>Child abuse</i>	<p><i>Child abuse and neglect refers to behaviours and treatment that result in actual and/or the likelihood of harm, including:</i></p> <ul style="list-style-type: none"> <i>- sexual abuse</i> <i>- physical abuse</i> <i>- emotional/psychological abuse</i> <i>- exposure to family violence</i> <i>- neglect</i> <p><i>Further information about each form of abuse is available here.</i></p> <p><i>Specific definitions of child abuse apply under protection and reporting legislation in each state/territory. Refer to relevant definitions and guidance as applicable.</i></p>
<i>Contractor</i>	<i>A person that has been hired to provide a service for the benefit of the organisation through an external supplier and is not considered in any way an employee of the company.</i>
<i>Employee</i>	<i>Any person employed by Good Shepherd Australia New Zealand.</i>
<i>GSANZ</i>	<i>Good Shepherd Australia New Zealand</i>
<i>GSANZ work environment</i>	<i>All environments in which GSANZ employees, directors, volunteers and contractors conduct their duties or engage with clients, including online, digital and physical locations.</i>
<i>Volunteer</i>	<i>A person engaged within GSANZ to provide a service on a voluntary or pro bono basis, including any student on educational work experience or fieldwork placement.</i>

Document history

Version	Reason	Date
2	Updated to reflect current practice and widened scope.	01/10/2022