

	<b>Preston Reservoir Adult Community Education</b>	Approval Date: 15/09/2016
	<b>Child Safe Policy and Procedure</b>	Review Date: 09/2019
		Version Number:1
Authorised by	Policy - Board of Management, Procedure – Executive Officer	
Responsible Person	Executive Officer	
Staff Involved	Senior Management including the Youth Programs Manager, all staff working with students and other stakeholders who are under the age of 18.	

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**Purpose** The purpose of this policy and procedure is to detail the PRACE’s child safe processes and procedures.

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**Scope** This Policy and Procedure applies to PRACE senior management and any staff member or volunteer working with students or other PRACE stakeholders who are under the age of 18.

The Policy and Procedure details the processes and procedures related to child safe legislation.

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- Relevant Legislations/ Standards**
- Charter of Human Rights and Responsibilities Act 2006
  - Child Wellbeing and Safety Act 2005
  - Children, Youth and Families Act 2005, amended 2011 (Section 182)
  - Crimes Amendment (Protection of Children) Act 2015
  - Family Law Act 1975
  - Working With Children Act 2005
  - Working With Children Regulations 2006

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**Definitions** A **child safety officer/champion** is the person at PRACE who has knowledge of child safety issues, and is the point of contact for others who have questions or concerns or want to report an allegation of child abuse.

**Failure to protect offence:** A new ‘failure to protect’ offence applies to people within organisations who knew of a risk of child sexual abuse by someone in the organisation and had the authority to reduce or remove the risk, but negligently failed to do so. The offence relates to risk of sexual abuse by adults. Therefore, a child under the age of 18 who poses a risk of abusing other children would not be covered by this offence.

A **person in authority** is someone who, by reason of their position within an organisation, has the power or responsibility to reduce or remove a substantial risk of child sexual abuse.

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**General Principles** As PRACE strives to develop dynamic, responsive and innovative educational programs, teaching and learning experiences, it will intentionally promote and protect the interests and safety of children, and a child-safe environment for all children and young people in its care.

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This will be achieved by

- having a zero tolerance for child abuse
  - working to actively listen to and empower children
  - having systems to protect children from abuse, and will take all allegations and concerns very seriously and responding to them consistently in line with the organisation's policies and procedures
  - being committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability
  - engaging only the most suitable people to work with children along with providing high quality supervision and professional development.
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## Procedure

### **Reporting procedures**

For reporting of child abuse or child sexual abuse refer to the PRACE Reporting of Child Abuse and Child Sexual Abuse Policy and Procedure.

### **Human resources and recruitment practices**

PRACE will implement a range of strategies when employing and managing staff that will aim to protect the interests and safety of children and young people enrolment at PRACE. Refer to the PRACE Recruitment and Selection Policy and Procedure.

### **Risk management**

As part of the managing risk child safety will considered when undertaking risk audits and in developing risk Management strategies and procedures. Refer to the PRACE Risk Management Policy and Procedure.

### **Expectations and requirements of staff and volunteers**

The PRACE Code of Conduct ensures all staff and volunteers have a clear understanding of the PRACE's expectations and requirements in relation to interacting with children and young people enrolled at PRACE. Refer to the PRACE Code of Conduct Policy and Procedure for detail.

### **Staff Training**

Staff training, as per the PRACE Staff Professional Development Policy and Procedure, is determined annually and will take into account PRACE's commitment to protecting the interests of children and young people as well as their safety. Training may relate to curriculum content and teaching and learning strategies as well as support services, such as staff skills in identifying and responding to child abuse. Refer to the PRACE Staff Professional Development Policy and Procedure for more detail.

### **Child Safety Officer**

The PRACE Child Safety Officer is the PRACE Youth Program Manager. The Youth Programs Manager has knowledge of child safety issues, and is the point of contact for staff and volunteers who have questions or concerns or want to report an allegation of child abuse.

### **Communicating with children and young people**

PRACE will ensure that children and young people at PRACE know PRACE cares about their feelings and their safety through a range of strategies to be determined by the Youth Programs Manager via:

- The PRACE Website
  - Information in the VCAL Student Handbook
  - VCAL induction process
  - Classroom displays
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**Glossary**

VCAL – Victorian Certificate of Applied Learning

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**Related Policies  
and Procedures**

Child Abuse and Child Sexual Abuse Reporting Policy and Procedure  
Code of Conduct Policy and Procedure  
Recruitment and Selection Policy and Procedure  
Risk Management Policy and Procedure  
Staff Professional Development Policy and Procedure  
Student Well-being and Duty of Care Policy  
VCAL Student Well-being and Duty of Care Procedure

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