

Child Safety

1.0 Purpose

To ensure the Institute is compliant with the requirements of the Working with Children Act 2005 (the Act). The main purpose of this Act is to assist in protecting children from sexual or physical harm by ensuring that people who work with, or care for, them have their suitability to do so checked by a government body.

2.0 Scope

This policy applies to all relevant Bendigo Kangan Institute employees, contractors, and volunteers involved in the provision or support of training to children.

3.0 References

[Working with Children Act 2005 \(the Act\)](#)
[Working with Children Check, Victoria](#)
[Applications - Working With Children Check, Victoria](#)
[Department of Justice and Regulation website](#)
[How to make a report to child protection](#)

4.0 Principles

Respect for children and their safety.

Promotion of a healthy and safe workplace for all children our employees and volunteers.

An effective approach to training that supports our leadership team, employees and volunteers to achieve these commitments to a child safe workplace.

5.0 Policy Statement

Our commitment to child safety

Bendigo Kangan Institute is committed to child safety, providing opportunities for children to participate in education and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

Our organisation is committed to preventing child abuse and identifying risks early, and reporting these risks. We will meet our legal and moral obligations to contact authorities when we are worried about a child's safety, and will record all allegations and investigations in accordance with the Act.

BKI will train and educate all relevant employees on identifying and reporting child abuse risks. Any suspected inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

Where an employee forms a belief on reasonable grounds that a child:

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- is in need of protection, the employee should report their concerns to DHHS Child Protection or Victoria Police.
- is displaying sexually abusive behaviours, they should report their concerns to DHHS Child Protection.

If employees have significant concerns for the wellbeing of a child or young person they should report their concerns to DHHS Child Protection or Child FIRST.

In cases where employees have concerns about a child or young person, they should also discuss their concerns with the Executive Director Learner Experience. .

Our organisation takes our legal responsibilities seriously, including:

- **Failure to disclose:** All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.
- **Failure to protect:** People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

We support and respect all children, as well as our employees and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.

If you believe a child is at immediate risk of abuse phone 000.

We promote diversity and tolerance at Bendigo Kangan Institute, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- promote the cultural safety, participation and empowerment of Aboriginal children
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- ensure that children with a disability are safe and are assisted to participate equally.

We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities.

We actively encourage applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check.

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed
- someone else has raised a suspicion of abuse but is unwilling to report it
- observing suspicious behaviour.

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6.0 Roles and Responsibilities

| Role | Responsibilities |
|---|--|
| Chief Executive Officer | <ul style="list-style-type: none"> Oversee implementation of Recruitment policy to ensure effective screening of potential employees. Authorise the establishment of a reporting framework for abuse allegations. Authorise the establishment of a system for supporting persons identified in a report of abuse. |
| Chief Organisation Capability Officer | <ul style="list-style-type: none"> Implement Recruitment policy to ensure effective screening of potential employees. Oversee provision of staff training in Child Safety Standards. |
| Executive Director Learner Experience | <ul style="list-style-type: none"> Oversee the reporting framework for abuse allegations. Oversee the system for supporting persons identified in a report of abuse. Ensure support to employees and others who are reporting suspected abuse. |
| Manager Student Engagement and Retention, | <ul style="list-style-type: none"> Manage a system for managing reports of abuse. Report cases of suspected abuse Manage a support system for persons identified in a report of abuse |
| Executive | <ul style="list-style-type: none"> Oversee supervision of staff in respective portfolios to reduce risk of child abuse. |
| Employees | <ul style="list-style-type: none"> Maintain their awareness and comply with the requirements of this policy and associated processes To contact authorities when they are worried about a child's safety Must be committed to identifying risks early and removing and reducing these risks to children Participate in regular organisational training on child abuse risks Be committed to the cultural safety of Aboriginal children, children from culturally and/or linguistically diverse backgrounds and provide a safe environment for children with a disability. |

7.0 Definitions

| Word/Term | Definition |
|-----------|--|
| WWC Check | In 2006, the Victorian Government introduced a new checking system to help protect children under 18 years of age from physical or sexual harm. The Working with Children Check (WWC Check) creates a mandatory minimum checking standard across Victoria. |

8.0 Supporting Procedures

| Doc ID | Procedure name |
|--------|----------------|
| TBC | WWC Procedures |

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9.0 Version Control and Change History

| Ver. | Approved By | Approval Date | Issue Date | Description of Change | Next Scheduled Review Date | Document Owner |
|------|-------------|---------------|------------|-----------------------|----------------------------|--|
| 1.0 | CEO | 07/11/2016 | 07/11/2016 | New policy | 10/10/2018 | Executive Director Learner Experience |