

## Child Safe Policy

### 1. Statement

- 1.1. Spectrum Space believes that all people, including children and young adults, have the right to be respected, valued, and protected from all forms of harm.
- 1.2. Spectrum Space is committed to providing a safe and nurturing environment where the emotional and physical needs of participants are met and any issues relating to harm are dealt with in a sensitive and reassuring manner.
- 1.3. Spectrum Space has a zero tolerance for child abuse and neglect and all allegations will be treated seriously and consistently.

### 2. Aims and Objectives

- 2.1. Outline clear expectations of how to keep participants safe including identification of when a child or young person is not safe and the appropriate course of action.
- 2.2. Report and investigate any suspected or confirmed cases of abuse in a timely, thorough and sensitive manner.
- 2.3. Provide a safe and supportive environment where participants are empowered and the welfare of participants is promoted with the aim to prevent child abuse and neglect.
- 2.4. Ensure children and young people with a disability are safe and can participate equally.
- 2.5. Provide a culturally safe and inclusive environment for participants who identify as Aboriginal, Torres Strait Islander or with culturally and/ or linguistically diverse backgrounds.

### 3. Responsibilities

- 3.1. Each management representative is accountable for the implementation of this policy in their area of responsibility.
- 3.2. The Board and the CEO are responsible for:
  - 3.2.1. Establishing and maintaining a commitment to and promoting child safety.
- 3.3. The Executive Officer is responsible for:
  - 3.3.1. Ensuring all staff and volunteers meet the competency, recruitment, pre-engagement and screenings requirements including Working with Children Checks, Police Clearance and reference checks prior to commencing work with Spectrum Space.
- 3.4. The Operations Manager is responsible for ensuring:
  - 3.4.1. All staff and volunteers are trained in child protection awareness and organisational child safety processes including reporting obligations concerning suspected or discovered abuse by an adult or concerning situations where a child or young person may harm another child;
  - 3.4.2. Written procedures are in place detailing the process for managing concerns raised, reporting requirements, code of conduct and disciplinary action for breach in procedure;
  - 3.4.3. Prescribed supervision/ participant ratios are maintained; and
  - 3.4.4. Suspected and confirmed abuse is reported to the authorities in line with moral obligations and Mandatory Reporting requirements.
- 3.5. Staff, volunteers, visitors and anyone working on behalf of Spectrum Space is responsible for ensuring they:
  - 3.5.1. Are familiar with the nature of child abuse and its impacts;
  - 3.5.2. Hold current Working with Children Check;
  - 3.5.3. Understand this Child Safe Policy and know how to identify children and young people at risk of abuse or neglect,



- 3.5.4.Promote children’s safety and their wellbeing;
- 3.5.5.Where necessary, take action on behalf of participants to respond to and report suspected child abuse or neglect;
- 3.5.6.Engage with participants and their families in a culturally sensitive way;
- 3.5.7.Provide and maintain a safe environment; and
- 3.5.8.Empower participants to contribute to building a child safe and friendly environment
- 3.5.9.Report and notify the management about the use of restrictive practice.

#### 4. Application

- 4.1. This Policy applies to all business operations and functions, including those that are undertaken off site.

#### 5. Additional Documents

SS POL P013 Inclusiveness and Diversity Policy

SS POL P023 Code of Conduct

#### 6. Legislation

##### State legislation

*Children and Community Service Act 2004*

*Guardianship and Administration Act 1990*

##### Commonwealth legislation:

*Disability Discrimination Act 1992*

*National Disability Insurance Scheme Act 2013*

*National Disability Insurance Scheme (Restrictive Practice and Behaviour Support) Rules 2018*

##### Other:

*The United Nations Convention on the Rights of the Child 1990*

#### 7. Revision Status Record

Date	Rev	Description of Status or Revision	Prepared by	Approved by
02 Jun 2017	001	Initial Issue	Louise Sheehy	
02 Nov 2020	002	Review and transfer to new template	Tom Paziewski	
<b>Approval of Current Revision</b>				



Name	Position	Signature	Date
			Click for date.

