



3 Child Protection Policy

100 Story Building's child safety policy aims to comply with the Child Safe Standards as part of the Victorian Government's Child Safety and Wellbeing Act 2005. Our policy adopts the Child Safe Standards 1 July 2022.

100 Story Building Child Safe Standards 1 July 2022

100 Story Building will adopt and implement the new child safe standards, as follows -

Child Safe Standard 1: 100 Story Building will ensure a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

Child Safe Standard 2: Child safety and wellbeing is embedded in 100 Story Building's leadership, governance and culture.

Child Safe Standard 3: At 100 Story Building, children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

Child Safe Standard 4: 100 Story Building will ensure families and communities are informed, and involved in promoting child safety and wellbeing.

Child Safe Standard 5: 100 Story Building will ensure that equity is upheld and diverse needs respected in policy and practice.

Child Safe Standard 6: 100 Story Building will ensure that people working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Child Safe Standard 7: 100 Story Building will ensure that processes for complaints and concerns are child focused.

Child Safe Standard 8: 100 Story Building will ensure that staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

Child Safe Standard 9: 100 Story Building will ensure that physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Child Safe Standard 10: 100 Story Building will ensure that the implementation of the Child Safe Standards is regularly reviewed and improved.



Our Commitment to Protect Children

All children who come to 100 Story Building have a right to feel and be safe. The welfare of the children in our care will always be our first priority. We aim to create a child safe and child friendly environment where children feel safe and have fun.

This policy applies to all staff, volunteers, children and individuals involved in the organisation. This policy also governs interactions between children.

100 Story Building is committed to creating a safe environment for children, regardless of gender, race, country of origin, disability or religious belief. The organisation acknowledges the United Nations Convention on the Rights of the Child (UNCRC), which states that children should be protected from all forms of physical and mental violence, injury, abuse, neglect, maltreatment and exploitation, including sexual abuse, as well as its obligations under Australian law, including the Children, Youth and Families Act 2005 (Vic) and the Victorian Government's Child Safe Standards legislation 2015.

3.1 Aim and Guiding Principles of this Policy

Child abuse is a serious violation of children's rights. A child is any person under the age of 18. Child Abuse is defined as the deliberate act of ill-treatment that can harm or is likely to cause harm to a child's safety, wellbeing, dignity and development. Abuse includes all forms of physical, sexual, psychological or emotional ill treatment.

100 Story Building aims to minimise the risk of child abuse occurring in its programs and activities through the implementation of this Policy. The Child Protection Policy and Code of Conduct provide a practical guide to prevent child abuse occurring within the organisation and incorporates risk management strategies.

The Policy aims to ensure 100 Story Building is a child safe organisation and provides a child safe, inclusive and respectful environment for children who are beneficiaries of our programs and activities.

The reporting process in the Policy outlines obligations and responsibilities for reporting and managing any concerns about child abuse. It also protects personnel, volunteers and associates of 100 Story Building from unfair processes should any allegations be made about them.

This process will assist everyone to understand their child protection responsibilities, maintain a positive work environment and also create safe environments where children are protected and enabled to survive and thrive.

In addition, the principles of the Policy extend to all children in the following ways:

- By listening to children and young people and allowing them to have a voice in our community
- Through the messages we promote around valuing and protecting children
- Being positive role models for children at work, at home and in our communities
- Talking with others, including children and young people about child protection and child rights and responsibilities
- Displaying safe and respectful interactions with children and young people in and out of the work place

- Valuing our role as parents, guardians, grandparents, aunts and uncles and caring for and teaching our children in safe and non-violent ways
- Responding to the risk of child abuse in our community
- Staying well informed about child protection preventative measures in both the community and formal systems
- Complying with all laws relating to child abuse prevention

Guiding Principles

100 Story Building's commitment to child protection is based on the following principles:

- Promoting and protecting the best interests of children at all times
- Zero tolerance of child abuse
- Child protection is a shared responsibility between the organisation, all personnel and associates, its partners and the communities in which it works
- The views of children and young people will be used to inform child protection policy and program development

3.2 Scope of the Policy

This Policy applies:

- (a) in all environments where 100 Story Building provides services,
- (b) to all personnel (including permanent, casual and contract employees, volunteers and board members) regardless of their care and control of children, and
- (c) to all associates of 100 Story Building who have contact with children for a period of one day or longer, including:
 - Individual contractors and consultants
 - Partners that have a formal/contractual relationship with 100 Story Building
 - Work experience students
 - Patrons
 - Journalists and media personnel
 - Photographers
 - Donors
 - Supporters
 - Guest presenters
 - Visitors including the spouse/partner or family member of 100 Story Building personnel or associates

The Policy does not need to be signed by people engaged by 100 Story Building for less than one day, and/or who will have no contact with children. These people must be made aware of the Policy and 100 Story Building's child protection standards and be supervised by a 100 Story Building staff member at all times.

Definitions

Term	Definition
Abuse	<p>All forms of physical and mental abuse, exploitation, coercion or ill-treatment. This might include, for example:</p> <ul style="list-style-type: none"> · physical abuse; · emotional abuse; · threats of, or actual violence, verbal, emotional or social abuse; · sexual harassment, bullying or abuse; · sexual criminal offences; · cultural or identity abuse, such as racial, sexual or gender-based discrimination or hate crime; · coercion and exploitation; · abuse of power; and · neglect
Child or young person	A person under the age of 18 years.
Child Safe Organisation	<p>An organisation that consciously and systematically:</p> <ul style="list-style-type: none"> · creates conditions that reduce the likelihood of harm to children. · creates conditions that increase the likelihood of identifying and reporting of harm. · responds appropriately to disclosures, allegations and suspicions of harm.

Grooming	<p>Predatory conduct undertaken by an adult (18 years or over) to prepare a child for sexual activity at a later time.</p> <p>Grooming :</p> <ul style="list-style-type: none"> • is a sexual offence under section 49M of the Crimes Act 1958 (Vic) carrying a maximum 10 year term of imprisonment. Under section 49M, the adult's words or conduct must be intended to facilitate the child engaging or being involved in the commission of, or attempt to commit, a sexual offence by the adult or another adult. • typically involves a graduation from attention giving and non-sexual touching to increasingly more intimate and intrusive behaviour. • can include communicating, and/or attempting to befriend or establish a relationship or other emotional connection with a child (under the age of 16) or a person who has care, supervision or authority for the child. • can occur by words or conduct and includes electronic communication such as through the internet, phone or text message. • does not necessarily involve any sexual activity or even discussion of sexual activity e.g. it may involve establishing a relationship with a child or a person who has care, supervision or authority for a child for the purpose of facilitating sexual activity at a later time.
Reportable Conduct	<p>a sexual offence, such as:</p> <ul style="list-style-type: none"> • sexual touching of a person without consent; • a child grooming offence; or • production, dissemination or possession of child abuse material.
	<p>Sexual misconduct, such as:</p> <ul style="list-style-type: none"> • descriptions of sexual acts without a legitimate reason to provide the descriptions; • sexual comments, conversations or communications; or • comments to a child, young person or vulnerable person that express a desire to act in a sexual manner towards that person or another person.

	<p>Ill-treatment of a child, young person or vulnerable person, such as:</p> <ul style="list-style-type: none"> · making excessive or degrading demands of a child, young person or vulnerable person; · a pattern of hostile or degrading comments or behaviour towards a child, young person or vulnerable person; or · using inappropriate forms of behaviour management towards a child, young person or vulnerable person.
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	<p>An assault against a child, young person or vulnerable person, such as:</p> <ul style="list-style-type: none"> · hitting, striking, kicking, punching or dragging a child, young person or vulnerable person; or · threatening to physically harm a child, young person or vulnerable person.
	<p>Behaviour that causes significant emotional or psychological harm to a child, young person or vulnerable person such as:</p> <ul style="list-style-type: none"> · displaying behaviour patterns that are out of character; · regressive behaviour; or · anxiety or self-harm.
Safeguarding	<p>Protecting the welfare and human rights of people that are, in some way, connected with 100 Story Building and its work – particularly people that may be at risk of abuse, neglect or exploitation.</p>
Sexting	<p>The action or practice of sending sexually explicit photographs or messages via mobile phone.</p>

3.3 Implementation

Child Protection is everybody's responsibility. However, there are specific roles, responsibilities and accountabilities for key personnel and Board Members.

Compliance – all personnel and associates of 100 Story Building are required to sign the Policy and Code of Conduct agreeing to comply with the principles and standards they contain. All personnel and associates are encouraged to discuss this Policy and Code



of Conduct at the commencement of their employment/engagement with 100 Story Building if they have any questions or concerns.

The Child Protection Code of Conduct outlines acceptable and unacceptable behaviour in relation to children. A breach of the Code may result in termination of employment.

Reporting of alleged or suspected cases of child abuse – all personnel, associates and representatives of 100 Story Building must report any concerns they have for the safety or wellbeing of a child. Reports will be handled professionally, confidentially (where possible) and as quickly as possible and will meet specific legislative requirements.

If you believe a child is in immediate danger, telephone 000.

Any person who intentionally makes a false allegation or malicious allegation will face disciplinary action.

Child Protection Risk Management – effective child abuse prevention strategies will be incorporated in all 100 Story Building program designs, activities and emergency responses.

Strategies include:

- When children or young people are in the 100 Story Building space, at an offsite workshop delivery or in an online workshop video conference, two adults will always be present and visible.
- When children or young people are in the 100 Story Building space, at an offsite workshop delivery or in an online workshop video conference, school groups will always be accompanied by a teacher.
- When working outside of the school system, or system of a partner organisation, parental consent is sought for participation in the program.
- Children and young people are referred to by their first name only on any of 100 Story Building's public forums.
- No individual child or young person will be unduly singled out, positively or negatively, or drawn attention to above other individuals.
- Facilitators, staff and volunteers will be attentive to children and young people's input and behaviour, and will monitor and address sudden or unexplained changes in behaviour, attendance, or attitude
- Ongoing programs will encourage participants to input on the program's rules and codes of conduct and behaviour expectations, providing avenues for disclosing or reporting unsafe behaviour.
- 100 Story Building program facilitators, staff and volunteers are fully trained in the organisation's child safety procedures.
- 100 Story Building staff and volunteers are encouraged to keep the focus of their interactions and conversations with children and young people based on the activity they are undertaking, that has been set by the program facilitator.

3.4 Measures for breach of the Policy and Code of Conduct

The following measures can be applied for any personnel or associate who breaches the Child Protection Policy and/or Code of Conduct:

- Report to Police
- Internal investigation
- Meeting to discuss breach and opportunity for person to provide their account/understanding of the situation

- Further education on the Child Protection Policy and Code of Conduct
- Formal warning and monitoring
- Suspension pending investigation
- Dismissal

Co-operation with any police investigation takes priority to an internal investigation or any other measure taken internally.

3.5 Child Safe Recruitment and Screening

Recruitment and screening of personnel and associates must reflect 100 Story Building's commitment to protect children by ensuring checks and procedures are in place to screen out anyone who may be unsuitable to be in contact with children and young people and attract the safest people who share 100 Story Building's values and commitment to protect children.

This Policy commits 100 Story Building to preventing a person from working with children if they pose an unacceptable risk to children.

All employment contracts must contain provisions for dismissal, suspension or transfer to other duties for any personnel who breach the Child Protection Policy and Code of Conduct.

100 Story Building has a robust recruitment and screening process for all personnel and associates.

These include:

(a) Personnel and Associates. For all:

- A current Working With Children check prior to engagement
- Child protection interview question
- Two reference checks - including question relating to the applicant's general conduct. One reference must be from the person's current or most recent employer
- Reference check to include questions regarding any concerns about candidate's conduct when working or interacting with children and young people
- Sign the Child Protection Policy and Code of Conduct prior to engagement
- Once engaged, attend a Child Protection training session

(b) These procedures must be evidenced by:

- Documented Working With Children check for personnel, volunteers and associates in contact with children
- Documented referee checks
- Interview plans incorporating behavioural-based interview questions that are specific to positions that involve working with children
- Signed training record

3.6 Child Protection Reporting Obligations

The CEO must be made aware of and immediately report to Victoria Police any suspected child abuse or misconduct involving children. For example, reportable conduct would include sexual misconduct or offences, grooming, 'sexting', inappropriate physical



contact with a child or other conduct that crosses professional boundaries concerning children.

Please see Section 3.2 for how these behaviours are defined and identified.

Where an allegation is made against 100 Story Building personnel, 100 Story Building must also make a report to the Commissioner for Children and Young People (CCYP).

This means personnel and associates must immediately report to the CEO any suspicion of child abuse or misconduct involving children.

If you make a report of suspected child abuse or misconduct to the CEO, unless you reasonably believe the CEO has reported your suspicion to Victoria Police, you have a legal obligation to also make your own report to Victoria Police.

If you believe a child is in immediate danger, call 000.

The Child Protection Reporting Process (see below) must be followed when reporting a concern for the safety or wellbeing of a child or a breach of this Policy and/or Code of Conduct.

100 Story Building will treat all concerns raised seriously and ensure that all parties are treated fairly in accordance with the principles of natural justice.

Where required an internal investigation will be conducted in regards to a report that has been made. In most cases the investigation will be conducted by the CEO and supported by the Business Manager of 100 Story Building. External reporting in compliance with legal obligations, and co-operation with official investigations, take priority over internal investigations.

Children and young people, parents/guardians and community members involved in 100 Story Building programs or activities will be informed on how to raise a concern about their safety or wellbeing or that of another child. Such concerns can be raised verbally or in written form.

Personnel and associates must inform the CEO or Business Manager if they believe they or a member of their family may be at risk of harm for making or being part of making a child protection report.

3.7 Child Protection Risk Assessment

100 Story Building personnel will undertake a child protection risk assessment on all programs and activities that have contact with children. The assessment should identify risks, classify any high risk activities, and document steps being taken to reduce or remove these risks.

Child Protection Risk Assessments should be undertaken at the program design and proposal stage and at all reporting intervals.

Effective child abuse prevention strategies will be incorporated in all 100 Story Building program designs, activities and emergency responses.

3.8 Training

100 Story Building will ensure an appropriate level of Child Protection training is available to its employees, volunteers, contractors and any relevant persons linked to the organisation who require it.

All Board members, staff, and volunteers must undertake mandatory Child Protection training as part of their induction.

For all employees who are working or volunteering with children, young persons or vulnerable persons, this requires as a minimum to have awareness that enables them to:

- Understand what Safeguarding is and their role in Safeguarding children, young person or vulnerable persons.
- Recognise a child, young person or vulnerable person potentially in need of Safeguarding and take action.
- The process of when and how to report:
 - an incident.
 - potential incident. or
 - if a child, young person or vulnerable person safety or welfare is at risk.

All personnel of 100 Story Building must participate in a Child Protection training session prior to having unsupervised contact with children and in any case no more than one month from the commencement of their employment or appointment.

All personnel of 100 Story Building should attend a refresher Child Protection Policy training session every two years, however in the event of a policy or best practice change we will implement changes with staff as soon as practicable (i.e. in the next full team meeting following the change).

All other personnel and associates of 100 Story Building must be provided with an induction on the Policy and Code of Conduct.

3.9 Review

The Policy will be reviewed every 12 months. Last reviewed July 2022.

A copy of this Policy can be found at
<https://www.100storybuilding.org.au/child-safety>

3.10 Child Protection Code of Conduct

Whilst employed or engaged by or representing 100 Story Building,

I will:

- Treat all children and young people with respect regardless of race, colour, sex, language, disability, religion, political or other opinion, national, ethnic or social origin, property, birth or other status
- Provide a welcoming, inclusive and safe environment for all children, young people, parents/guardians, community members, and personnel of 100SB
- Not use physical or humiliating punishment on children or young people
- Encourage children, young people, parents/guardians, community members, partner organisation personnel, and 100SB personnel to speak up about issues which affect them
- Immediately report concerns or allegations for the safety or wellbeing of a child or young person, or breach of this Policy and Code of Conduct in accordance with Child Protection Reporting Process
- Ensure that, whenever possible, another adult is present when I am working with children or in contact with children involved in 100 Story Building programs or activities
- Speak with the CEO of 100 Story Building about any concerns I have of my involvement in any situation where my words, actions or behaviour may be misinterpreted
- Speak with the CEO of 100 Story Building if I am involved in any situation which would be likely to have a negative impact on the reputation of 100 Story Building
- Immediately disclose all charges, convictions and other outcomes of an offence which occurred before or occurs during my employment/engagement with 100 Story Building that relates to child exploitation and abuse
- Use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or young people or access child exploitation materials through any medium
- Ensure children/young people involved in research or consultation for 100 Story Building participate in these activities voluntarily, are well informed of the process and have provided consent

And I will not:

- Use language that is offensive, discriminatory, demeaning, shaming, culturally inappropriate, abusive or of a sexual nature when speaking with or in the presence of a child or young person
- Engage in behaviour to shame, humiliate, belittle or degrade a child or young person or otherwise emotionally or psychologically abuse a child or young person including exposing them to family violence

- Act in a sexually provocative manner or engage children in any form of sexual activity
- Physically abuse a child or young person
- Use social media to contact, access, solicit or befriend a child or young person involved in 100 Story Building programs or activities and not place images of those children or young people on personal social media sites
- Hold, kiss, cuddle or touch a child or young person in an abusive, unnecessary, or culturally insensitive way
- Condone or participate in behaviour with children or young people which is illegal or abusive
- Not spend time with children or young people involved in 100 Story Building programs and activities outside work hours unless I live and work in the same community and come together with those children and young people in the context of my family, social and community life. If this is the situation, I will continue to comply with the Policy and Code of Conduct and be a positive role model and mentor for those children and young people and not discuss private/confidential information concerning them outside work hours.
- Discriminate against or act in favour of particular children or young people to the exclusion of others
- Do things for children involved in 100 Story Building programs or activities of a personal nature that they can do for themselves such as toileting or changing their clothes

Use of children's images:

When photographing or filming a child or using children's images for work-related purposes I must:

- Obtain informed consent from the child and parent/guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner
- Ensure images are honest representations of the context and facts
- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form
- Ensure a child is not subject to a legal order (i.e. Family Court, domestic violence order, child protection or criminal order) where the safety of the child or parent/guardian may be at risk or the privacy of the child compromised, if the identity and location of the child is revealed

Name: _____

Signed: _____

Date: _____



3.11 Child Protection Reporting Process

100 Story Building must immediately report any suspected child abuse or misconduct involving children.

Where an allegation is made against 100 Story Building personnel, 100 Story Building must also make a report to the Commissioner for Children and Young People (CCYP).

This means personnel and associates must immediately report to the CEO any concerns they have for the safety or wellbeing of a child.

Reports will be handled professionally, confidentially (to the extent possible) and as quickly as possible and will meet state-specific legislative requirements. Any person who intentionally makes a false allegation or malicious allegation will face disciplinary action.

If you make a report of suspected child abuse or misconduct to the CEO, unless you reasonably believe the CEO has reported your suspicion to Victoria Police, you have a legal obligation to also make your own report to Victoria Police.

If you believe a child is in immediate danger, call 000.

Who can report?

Child or young person; Parent/guardians/community members; Personnel, volunteers, representatives and associates of 100 Story Building.

What to report?

- Allegations, suspicions, disclosures or observations of child abuse or exploitation;
- Concerns that the action or behaviour of personnel or associates of 100 Story Building may harm or put a child at risk of harm;
- Suspected or confirmed breaches of the Child Protection Policy and/or Code of Conduct by personnel or associates of 100 Story Building; or
- Information received of criminal investigations or proceedings against personnel or associates of 100 Story Building relating to child exploitation or abuse.

When to report?

Within 24 hours or as soon as practically possible.

Who to report to?

100 Story Building CEO or Business Manager.

If you have reported suspected child abuse to the CEO or Business Manager, unless you reasonably believe they have reported it to Victoria Police, you must also report it to Victoria Police.

If a child is at immediate risk of harm, call 000.

What will happen?

- CEO will report suspected child abuse or other criminal conduct to Victoria Police immediately.
- CEO will inform the Board within 24 hours of any serious report made to him or her under this policy.

- All parties' safety needs must be assessed and responded to – child/young person/family members/person against whom the report is made/personnel and associates.

Possible outcomes

- Report to Police and/or CCYP
- Internal and/or criminal investigation
- Dismissal
- Meetings to discuss breach and opportunity for person to provide their account/understanding of the situation
- Further education on the 100 Story Building Policy and Code of Conduct
- Formal warning and monitoring
- Suspension pending investigation
- Report made to child protection statutory authority/government department
- Report made to community-based child protection committee or similar
- Referral made to local support/counselling organisation or service
- All parties' safety needs must be assessed and responded to – child/young person/family members/person against whom the report is made/personnel; and associates.

3.12 Record Keeping and Incident Monitoring

100 Story Building is committed to best practice record keeping. In accordance with our Incident Reporting procedure, all reports of child abuse shall be recorded within the incident reporting system.

100 Story Building will ensure that records and reports of child abuse will be kept confidential and private for children and families in accordance with legislation. 100 Story Building staff and volunteers will be required to abide by the Code of Conduct Policy and maintain confidentiality and privacy of records and reports.

Reports of child abuse and complaints about child safety will be monitored by the Child Safety Officer to ensure they are appropriately managed. Risks to child safety that are identified in complaints and reports of abuse will be reviewed and incorporated into the Child Protection risk management plan.

Documenting a suspicion or belief of abuse

Where a staff member, Board director, volunteer or other member of the 100 Story Building community forms the belief on reasonable grounds that a client is in need of protection, written and dated notes of their observations and concerns should be recorded to assist in a referral/report of child abuse.

All verbal and written communications regarding child protection matters (including notes of observations, client disclosures, meetings and telephone calls) must be properly documented. The documented records should include dates and times and enough detail to record key conversations, especially those relating to the client's disclosure.

The records of child protection must be stored securely.



How to Record Observations, Disclosures or Allegations of Abuse

100 Story Building requires all members of the 100 Story Building community, including Board directors, staff, Volunteers, Third Party Contractors and External Education Providers to use the Responding to Suspected Child Abuse Template form to record all observations, beliefs, suspicions, disclosures or allegations of abuse.

100 Story Building Suspected Child Abuse template

Date	Child	School/Family	Alleged abuse	Notifier (person making the report)
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3.13 Statement to be Signed by all 100 Story Building Personnel, Associates and Representatives

I, (insert name) acknowledge that I have read and understand 100 Story Building's:

- Child Protection Policy;
- Child Protection Code of Conduct; and
- Child Protection Reporting Process.

I agree to comply with the Policy, Code of Conduct and Reporting Process.

I understand that a breach of the Policy, Code or Reporting Process may provide grounds for my employment/engagement with 100 Story Building to be terminated. I also understand that a breach of the Policy or Code could result in criminal prosecution.

I understand that it is my responsibility, as a person employed/engaged by 100 Story Building, to use common sense and avoid actions that are abusive or exploitative of children and young people, or could be construed as such.

I authorise 100 Story Building to undertake any necessary inquiries, including criminal record checks and reference checks, as part of my appointment or recruitment process.

I confirm my willingness to participate in 100 Story Building training sessions on child protection.

Name:

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Position:

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Signed:

.....

Date:



3.14 Child Protection Policy – Online Safety Addendum

This addendum has been developed to strengthen 100 Story Building's child protection framework to support our move to increased online delivery during the COVID-19 pandemic and maintain a safe digital environment for the children and young people we work with.

About our online work

To support our participants, as well as their parents and the schools in our community, we have shifted some of our existing platforms to an online format, and we have and will continue to develop new methods of delivery tailored to the online environment.

Our commitment to the safety of children online

100 Story Building is committed to providing safe environments for children that respect their rights, keep them safe from harm and comply with the applicable regulatory and best practice regimes.

There are many benefits to providing online programs for our children and young people, however we understand that there are risks associated that must be recognised and addressed to maintain our commitment to providing a safe environment for participants online.

We also recognise that our duty to promote the safety of children and young people online extends beyond their use of 100 Story Building's network and devices.

Scope and application

This addendum is to the 100 Story Building Child Protection policy. The scope of applies:

- a) in all environments where 100 Story Building provides services
- b) to all personnel (including permanent, casual and contract employees, volunteers and board members) regardless of their care and control of children, and
- c) to all associates of 100 Story Building who have contact with children for a period of a day or longer.

For clarity, in (a) above, 'all environments' is taken to mean any online environments that are established and maintained by 100 Story Building in the delivery of its programming including (but not limited to):

- a) digital classroom environments
- b) webinar delivery services
- c) social media platforms, and
- d) other digital communications channels (such as WhatsApp groups and Slack).

All other aspects of the 100 Story Building policy framework are also taken to apply to online environments.

Supplementary principles

The following additional principles are provided to assist in the interpretation of the Child Protection Policy and its application to online environments:

- a) **We will work in partnership with children and young people, as well as with their parents, guardians and caregivers to provide a safe online experience**

While 100 Story Building has put in place its protocols to ensure the safety of children who participate in our programming, we are not able to supervise or control the use of technology by children in private homes on their own or shared devices.

To help create a safe online environment for children and young people we will:

- communicate with children and young people about the importance of maintaining their safety online and how they can protect themselves
- communicate the online safety rules as part of every online program and enforce them where required
- communicate with parents, guardians and caregivers about the online programming provided by 100 Story Building and how children and young people can participate
- provide access to e-safety resources for children and young people, their parents, guardians or caregivers, and
- seek feedback from children and young people, their parents, guardians or caregivers about how we can improve the safety of our online environments.

- b) **We will choose channels of communication that are suitable for the delivery of our programs and that minimise risk of harm**

We will select technology platforms to deliver our programs that are fit-for-purpose and that limit the risk of harm to children and young people to the extent possible.

We will also review and adjust the settings of these platforms to minimise any risk of harm to users.

For example, this may include:

- selecting platforms that only allow for one-way communication (for example, in the delivery of webinars)
- preventing unsupervised interactions between adults and children
- anonymising or limiting the recording and display of the personal information of children and young people, and
- disabling unnecessary engagement features such as geolocation, private messaging and visual media sharing.
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- c) **We will undertake appropriate monitoring and supervision of online forums**

In order to provide a safe online environment, we will ensure appropriate monitoring and supervision of online channels.

For example, this may include:

- ensuring that there are always two adults present in any interaction where children are present
- enabling parents, guardians and caregivers to observe online programs, where possible
- maintaining records of online activity (for example, maintaining recordings of webinars or of chat logs), and



- undertaking routine peer review of records of online activity.

Online safety rules

Everyone who participates in a 100 Story Building online programming activity is expected to comply with the following online safety rules:

- **Do** tell the staff and volunteers of 100 Story Building, and/or your parents, guardians or carers if you feel unsafe because of something that happened online
- **Do** treat yourself and others with respect and kindness
- **Do** think carefully about any photos you share, and if you are uncertain ask your parents, guardians or carers
- **Do not** share any personal information such as your address, email or phone number
- **Do not** share the password to any of your online accounts
- **Do not** meet with anyone face-to-face that you have spoken to online unless you have discussed this with a parent, guardian or caregiver and are accompanied by them or another trusted adult.

Related policies and procedures

- Equal Opportunities Policy
- Communications Policy
- Employment Policy
- Volunteer Policy
- Information Communication Technology Policy