

3 Child Protection Policy

100 Story Building's child safety policy aims to comply with the Victorian Government's Child Safe Standards legislation 2015.

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.

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.

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, phone 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.

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 Policy 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.

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 should 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

All personnel of 100 Story Building must participate in a Child Protection Policy 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.

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.

A copy of this Policy can be found at www.100storybuilding.org.au/WorkplacePolicies/ChildSafety

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 that 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 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 2017;
- 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:

Position:

Signed:

Date: