

## Governance

# Child Safety Policy

V1.0 February 2024

<b>Responsibility</b>	Board
<b>Policy applies to</b>	WCH Foundation Employees, Contractors, Volunteers
<b>Policy Endorsement Date</b>	Feb 2024
<b>Next Review Date</b>	Feb 2026

## Policy Statement

Children and young people have the right to feel safe and protected at all times. Staff, board members, volunteers and contractors of the Women's & Children's Hospital Foundation (WCH Foundation) must promote a culture of child safety at all times. Children and young people that we interact with through our organisation must be kept safe from harm. All dealings with children and young people must be in accordance with relevant legislation.

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Jane Scotcher (Chief Executive Officer)

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Date

## Version Control

Date	Description	Version	Author
14/02/2024	Initial Version – reviewed by Minter Elison	1.0	Catie Metcalfe – Governance & HR Coordinator Verity Gobbett – Head of Mission

## Background

The WCH Foundation’s objective is to ensure children and young people are safe from abuse and harm in their interactions with the WCH Foundation and when children and young people are on our site.

## Policy

### National Principles for Child Safe Organisations

The WCH Foundation is committed to adhering to the National Principles for Child Safe Organisations.

National Principles	Principles in Action
<b>1. Child safety and wellbeing is embedded in organisational leadership, governance and culture</b>	<ul style="list-style-type: none"> <li>- This Policy has been approved by the CEO and the Board and is publicly available on the website of the WCH Foundation.</li> <li>- All staff, volunteers, contractors and any others representing the WCH Foundation are required to act in accordance with our Code of Conduct, which identifies expected behavioural standards and responsibilities.</li> <li>- The CEO and Board are committed to reinforcing attitudes and behaviours that value children and young people.</li> <li>- Risk Management Policy is in place at the WCH Foundation and is reviewed yearly.</li> <li>- WCH Foundation whole organisation risk management reviews are conducted twice yearly.</li> </ul>
<b>2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously</b>	<ul style="list-style-type: none"> <li>- Where applicable, children are asked to consent before photographs are taken of them.</li> <li>- Our language, tone and manner of communicating with children is appropriate and within professional boundaries.</li> <li>- Children and young people are involved in designing and evaluating programs.</li> <li>- Programs are developed and/or funded to enhance children and young people’s safety and wellbeing.</li> </ul>

<p><b>3. Families and communities are informed and involved in promoting child safety and wellbeing</b></p>	<ul style="list-style-type: none"> <li>- The WCH Foundation outwardly promotes child safety through the selection of initiatives it supports, the organisations it does and does not accept donations from and by making this Policy publicly accessible.</li> <li>- Families are invited to participate in decisions affecting their child/children and to provide feedback in relation to their engagement with the WCH Foundation.</li> </ul>
<p><b>4. Equity is upheld and diverse needs respected in policy and practice</b></p>	<ul style="list-style-type: none"> <li>- The WCH Foundation has a no tolerance policy to discrimination, bullying and harassment, as described in the Discrimination, Bullying and Harassment Policy (which applies to employees, contractors, consultants and volunteers).</li> <li>- The WCH Foundation models inclusive language within the community.</li> <li>- The WCH Foundation employees undertake discrimination, bullying and harassment at the commencement of their engagement at the WCH Foundation and yearly through the course of their employment.</li> </ul>
<p><b>5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice</b></p>	<ul style="list-style-type: none"> <li>- All employees, volunteers, board and committee members will be required to provide a satisfactory Working With Children Check (<b>WWCC</b>) and Police Check prior to commencement with, and on request by, the WCH Foundation. WWCC's will be conducted every five years as required in the <i>Child Safety (Prohibited Person) Act 2016 (SA)</i>.</li> <li>- Contractors engaging with children and young people will be required to provide a WWCC prior to commencement of engagement.</li> </ul>
<p><b>6. Processes to respond to complaints and concerns are child focused</b></p>	<ul style="list-style-type: none"> <li>- Feedback is received through the WCH Foundation Website – Contact Us page.</li> <li>- Complaints in relation to concerns about child safety should be immediately reported to the CEO or Head of Mission.</li> <li>- Where a person has a reasonable suspicion that a child or young person is, or may be, at risk of harm, that suspicion must be reported via the Child Abuse Report Line (13 14 78).</li> </ul>
<p><b>7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training</b></p>	<ul style="list-style-type: none"> <li>- All staff, volunteers, contractors and other people working with the WCH Foundation within the Women's and Children's Hospital are appropriately trained on their responsibilities under this Policy as part of their induction and every 2 years.</li> </ul>

<p><b>8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed</b></p>	<ul style="list-style-type: none"> <li>- Staff, volunteers, contractors and other people working within the Women's and Children's Hospital must have a clear line of site to another adult when working with or near children.</li> <li>- Risk assessments are conducted for new programs and events to consider child safety.</li> <li>- The WCH Foundation social media comments and messages are monitored by the Marketing and Communications team and escalated as per this policy.</li> </ul>
<p><b>9. Implementation of the National Child Safe Principles is regularly reviewed and improved</b></p>	<ul style="list-style-type: none"> <li>- This Policy is reviewed every 2 years.</li> <li>- Reviews are also conducted following concerns, complaints or feedback over the preceding two years.</li> </ul>
<p><b>10. Policies and procedures document how the organisation is safe for children and young people</b></p>	<ul style="list-style-type: none"> <li>- This Policy addresses all of the National Child Safe Principles.</li> <li>- Processes are in place to keep young people safe, including as a part of program development, recruitment and risk assessments.</li> </ul>

## Roles & Responsibilities

<p>CEO</p>	<ul style="list-style-type: none"> <li>• Ensure staff and volunteers are adequately trained in protective practices; recognising signs of abuse and neglect; and in the requirements of this Policy and the Code of Conduct.</li> <li>• Respond to complaints/concerns about child safety in a timely manner and consistent with the Complaints Procedure.</li> </ul>
<p>All Staff, Volunteers &amp; Contractors</p>	<ul style="list-style-type: none"> <li>• Immediately report concerns about child safety to the CEO or Head of Mission and/or via the Child Abuse Report Line.</li> <li>• Comply with this Policy, the Discrimination, Bullying and Harassment Policy and the Code of Conduct.</li> <li>• Follow child-safe practices, including (as applicable): <ul style="list-style-type: none"> <li>○ ensuring consent is obtained from children before photographs are taken of them;</li> <li>○ ensuring language, tone and manner of communicating with children is appropriate and within professional boundaries;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>○ ensuring a clear line of site to another adult when working with or near children;</li><li>○ inviting families to participate in decisions affecting their children and to provide feedback in relation to their engagement with the WCH Foundation; and</li><li>○ ensuring that child-safety is considered in the design and implementation of programs and events.</li></ul> <ul style="list-style-type: none"><li>● Undergo a WWCC and Police Check prior to commencement and on request by the WCH Foundation.</li></ul>
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**References**

National Principles for Child Safe Organisations 2019  
Children and Young People (Safety) Act 2017  
Child Safety (Prohibited Persons) Act 2016